



CALGARY BOARD OF EDUCATION

Administrative Regulation

1004.6 - Duties and Responsibilities of Teachers

1. The stated duties and responsibilities of teachers are intended to promote, achieve, and maintain a high standard of instruction in support of the purpose of the Calgary Board of Education which is to: Ensure Individual Student Development through Effective Education. It is expected therefore that teachers will:
 - a. Demonstrate a high degree of professional competence in planning, teaching, student assessment, and reporting while recognizing and providing for individual student needs.
 - b. Develop and maintain a high regard for the importance and dignity of their work.
 - c. Develop and enhance positive interpersonal relationships with students based upon a respect for the dignity of individuals.
 - d. Develop and maintain positive and effective communication with students, parents, and colleagues.
 - e. Be committed to ongoing personal professional development.
 - f. Assist students in acquiring ownership for their learning.
 - g. Employ effective classroom management procedures to maximize student learning.
 - h. Participate as an effective team member in the development and implementation of the school's philosophy, goals, and objectives.
 - i. Be conversant with those sections of the School Act, the regulations of Alberta Education, and regulations of the Board that pertain to teacher responsibilities.
2. To assist in the realization of these expectations teachers shall:
 - a. Follow the required Alberta Education curriculum.
 - b. Maintain a timetable, instructional plans, and class lists.
 - c. Maintain appropriate order and discipline.
 - d. In co-operation with other school professionals, develop specific procedures for evaluation and reporting (see Regulation 3,062 - Student Evaluation).

- e. Inform parents and students of the school's promotion policy.
- f. Maintain accurate student attendance records and report to the principal, those students in violation of attendance requirements.
- g. Attend any meeting of teachers that is called by or under the authority of the Board on a day other than a holiday.
- h. Arrive at school a reasonable period of time before school commencement, and remain on the premises as long as pupils under the teacher's charge are present.
- i. Notify the principal and/or local health authority when a student is suspected of having an infectious or contagious disease or other physical impairment.
- j. Assist the Board in making prescribed returns to Alberta Education.
- k. Return, as directed by the Board, student records and Board property.
- l. Report to the principal any damage to the school property or potential hazards therein.
- m. Participate and co-operate with the University of Calgary in the student teaching program as requested.

Approved: March 15, 1963
5th Amendment: June 25, 1985
Re-Issued: February 15, 2003

References

- Cross Reference:**
- 3062 - Student Evaluation