

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 422
SECTION:	RELATIONS		
PROCEDURE:	ROLE OF THE TEACHER		

BACKGROUND

The Division will define the conditions of employment for its teachers. It is central to the mission of Catholic Education that the teachers in the Division emulate the essential elements of a Catholic Christian identity. It is also the expectation of the Division that teachers carry out their duties and responsibilities as set out in Section 231 of the Education Act and the administrative procedures that follow.

PROCEDURES

1. Teachers in the Division are expected to:
 - 1.1 Model Catholic Christian gospel values;
 - 1.2 Live a lifestyle consistent with the official teachings of the Catholic Church;
 - 1.3 Provide an identifiable Catholic environment;
 - 1.4 Support fellow staff members as witnesses of their faith to students, each other, and the community;
 - 1.5 Make the school a place of evangelization and pastoral action;
 - 1.6 Be a participating member of a Catholic parish community, if Catholic, or be a participating member of a Christian parish community, if non-Catholic.
2. Teachers shall perform their duties and functions as specified in Section 231 of the Education Act and Regulations pertaining thereto.

The general duties of teachers as provided in Section 231 are as follows:

A teacher shall be responsible, in co-operation with staff colleagues and administrative authorities, for the educational standards and efficiency of the school, participation in regular advancement of personal professional competence and, without restricting the generality of the foregoing, the teacher shall:

- 2.1 Diligently and faithfully teach the students in the educational program assigned to him by the Principal;
- 2.2 Plan and organize the learning activities of the class with due regard for individual differences and needs of the students;
- 2.3 Co-operate with colleagues and associates in program development and teaching activities pertaining to the class and individual students;

- 2.4 Maintain, in co-operation with his colleagues and with the Principal, good order and general discipline in the classroom and on school premises;
 - 2.5 Conduct and manage assigned functions in the instructional program in accordance with the educational policies of the Board and the applicable administrative procedures;
 - 2.6 Keep a record of attendance of the students for statistical purposes in such form as the department may prescribe or in such other form as may be recommended by the Principal and approved by the Minister;
 - 2.7 Report regularly, in accordance with policies of the school, to the parent or guardian of each student with respect to his progress and any circumstances or conditions which may be of mutual interest and concern to the teacher and the parent or guardian;
 - 2.8 Participate, under the leadership of the Principal, in developing co-operation and coordination of effort and activities of members of the staff in accomplishing the objectives of the school;
 - 2.9 Exclude any student from the class for overt opposition to the teacher's authority or other gross misconduct and, by the conclusion of that day, report in writing to the Principal the circumstances of that exclusion;
 - 2.10 Furnish, on request, to the Board, the Director, the Principal or the Minister, as the case may be, any data or information in his/her possession respecting anything connected with the operation of the school or in any way affecting its interests or well-being;
 - 2.11 Deliver up any school records or other school property of property of the Division in his possession when leaving the employment of the Division or when requested in writing by the Division to do so;
 - 2.12 Exclude from his classroom any student suspected to be suffering from, or of being convalescent from or in contact with, a communicable disease, and immediately report that exclusion to the Principal who shall thereupon give notification of the exclusion and the reasons therefore to the medical health officer;
 - 2.13 Re-admit to the classroom, upon production of a written certificate from the medical health officer, any student who has been excluded pursuant to procedure 2.1.2;
 - 2.14 Co-operate with the colleges of education of the universities in the education and training of teachers in accordance with the regulations and any policies of the Division with respect to access to the school and its facilities for that purpose;
 - 2.15 Attend regularly all meetings of the staff convened by the Principal or the Director;
 - 2.16 Advance or promote students in their work in accordance with the promotion policies of the school and under the general supervision of the Principal;
 - 2.17 Co-operate with supervisors, consultants and other personnel and undertake personal initiatives in activities intended or designed to enhance in-service professional competence and status.
3. In addition, teachers shall carry out the duties assigned to them by the Director, the Principal and other authorized persons in accordance with the policies and procedures determined by the Division.

4. Teachers are expected to demonstrate professional attitudes and responsibility in their contacts with colleagues, students, parents and the general public.
5. Teachers are expected to be in their schools at least fifteen (15) minutes before the opening of morning classes and ten (10) minutes before the opening of afternoon classes.
6. Teachers shall, from the time of their arrival at school, be responsible for the supervision of students.
7. All teachers shall undertake the duties assigned to them by the Principal during assemblies and dismissing students, during intermission period, and at other necessary times.
8. Teachers shall provide adequate supervision at all times that students are engaged in authorized activities in accordance with schedules prepared by the Principal.
9. Teachers are not permitted to be absent from the school for any period of time during the regular school hours. If an emergency arises, and such absence is deemed necessary, the Principal must be consulted. S/He may grant permission for the teacher to leave school.
10. The Principal has the responsibility for the organization of supervision of students within the school and on the playground.
 - 10.1 Teachers are required to assist in the supervision of students in the halls, playrooms, and on the playground as organized by the Principal.
 - 10.2 Teachers are required to be present in the area and at the time designated by the Principal for the supervision of students.
11. The teacher shall exercise vigilance over school property, furniture and apparatus. Necessary repairs or malicious damage is to be reported immediately.
12. Teachers shall keep, in the daily plan book, a complete record of lessons taught and objectives covered along with related assignments. The daily plan book shall be open to inspection by supervisory officials.
13. All teachers are expected to carry on a Religious Education program and to conduct Religious exercises.
14. Teachers shall treat the students entrusted to their care with the greatest respect and care. At no time must students be subjected to physical punishment or ridicule.
15. Teachers shall co-operate with all supervisory personnel who may visit their classroom.
16. The teachers shall participate under the leadership of the Principal, in developing cooperation and co-ordination of effort and activities of members of the staff in accomplishing the objectives of the school.
17. Teachers shall attend all meetings called by the Principal or the Director.

18. **Confidentiality**

- 18.1 At no time should a teacher discuss in public information pertaining to employees, students or the operation of the school division. The teacher is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act

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