

## TEACHERS ROLES AND RESPONSIBILITIES

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The following are more specific duties of teachers related to Policy GCA – Teachers:

- (1) Teachers, both full-time and part-time, shall be at their place of duty in the school a minimum of ten minutes before the official opening of school in the morning and a minimum of five minutes before the official opening of the school in the afternoon.
- (2) Teachers shall provide an effective learning environment.
- (3) Teachers shall assume supervisory duties as assigned by the principal or designate.
- (4) Teachers shall maintain order and discipline among students attending or participating in activities that are sponsored or approved by the school whether inside or outside the school.
- (5) Teachers shall adhere to the divisional assessment policy.
- (6) Teachers shall administer and mark any assessment of students' performance that the Minister of Education may direct, in the manner that the minister directs.
- (7) Teachers shall be responsible for their ongoing professional development.
- (8) Teachers shall be available after school hours as required for consultation with students, parents, teachers, and administration.
- (9) Teachers shall keep a record of attendance in the manner and form required by the board of trustees.
- (10) Teachers shall admit to their classroom teacher candidates enrolled in a teacher education institution approved by the Minister of Education, for the purpose of observing instruction and practice teaching.
- (11) Teachers shall not leave their classes unsupervised at any time.
- (12) Teachers shall maintain a level of confidentiality as per Policy GBJA – Confidentiality.
- (13) Teachers shall adhere to the *Code of Professional Practice* of the Manitoba Teachers Society (Revised 2005).
- (14) Teachers shall report immediately to the principal any accident or illness suffered by a student.
- (15) Teachers shall attend all meetings and in-services called by the superintendent, the principal, and other authorized persons.
- (16) Teachers shall provide plans and instruction at any time when it is necessary for a substitute to replace the regular teacher in the class.
- (17) Teachers shall not tutor a student for profit who is instructed by that teacher in regular classes.

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- (18) Teachers shall be knowledgeable of policies and procedures of the school and the division pertaining to their function as teachers.
- (19) Teachers shall be familiar with the terms and conditions of the collective agreement between the board of trustees and the River East Transcona Teachers' Association.
- (20) Teachers shall ensure that appropriate programming for all students they teach is developed and delivered in accordance with *Appropriate Educational Programming*, Manitoba Regulation 155/2005.

Effective Date:	April 17, 2007	Review Date: September 11, 2018
Amended Date:		
Board Motion(s):	137/07 GCO – Teacher Performance; GCA-Teachers; GBJA- Confidentiality; Appropriate Educational Programming	
Legal/Cross Reference:	Regulation 155/2005 The Public Schools Act, RSM 187, c. P250; Code of Professional Practice, Manitoba Teachers Society (Revised 2005)	