

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE-ROLE DESCRIPTION: TEACHER

<i>ROLE DESCRIPTION CODE:</i>	<i>500 R 002</i>
Policy Reference: 500 – Guiding Principles for Staff Personnel	

ROLE DESCRIPTION

1. Job Title: Teacher
2. Employer: Medicine Hat Public School Division (MHPSD)
3. Responsible to: School principal
4. Primary Function:
 - 4.1. The Teacher provides highly effective instruction in programs and services to meet the needs of all school aged children.
5. Responsible for:
 - 5.1. Working collaboratively with colleagues, administrators, Central Office staff, Board of Trustees, parents, students and community agencies to meet the wide range of student needs.
 - 5.2. Working collaboratively with the Superintendent, Trustees, staff, students, parents and community in establishing a positive culture and sense of pride in the Division.
 - 5.3. Maintaining current knowledge about trends and issues in education.
 - 5.4. Complying with The Education Act, the regulations of Alberta Education, The Alberta Teachers' Association Professional Code of Conduct, the policies as established by the Board of Trustees, Division procedures and the terms and conditions of existing collective agreements.
 - 5.5. Working closely with the education stakeholders to promote a positive learning environment in the schools and to achieve the goals of the school and Division.
 - 5.6. Accepting responsibility to ensure that decisions made and actions taken in the school shall serve the best interests of the students in the school.
 - 5.7. Providing effective current research-based instructional practice that meets the needs of all students.

6. Tasks of Position

6.1. A teacher while providing instruction or supervision must:

- 6.1.1. provide instruction competently to students;
- 6.1.2. teach the courses of study and education programs that are prescribed, approved or authorized pursuant to the Education Act;
- 6.1.3. promote goals and standards applicable to the provision of education adopted or approved pursuant to the Education Act;
- 6.1.4. encourage and foster learning in students;
- 6.1.5. regularly evaluate students and periodically report the results of the evaluation to the students, the students' parents and the Board;
- 6.1.6. maintain, under the direction of the principal, order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in activities sponsored or approved by the Board;
- 6.1.7. subject to any applicable collective agreement and the teacher's contract of employment, carry out those duties that are assigned to the teacher by the principal or the Board.

6.2. At any time during the period of time that a teacher is under an obligation to the Board to provide instruction or supervision or to carry out duties assigned to the teacher by a principal or the Board, a teacher must, at the request of the Board:

- 6.2.1. participate in curriculum development and field testing of new curriculum;
- 6.2.2. develop, field test and mark provincial achievement tests and diploma examinations;
- 6.2.3. supervise student teachers.

7. Qualifications:

- 7.1. Hold a certificate of qualification as a teacher issued under the Education Act.
- 7.2. Ability to work effectively and cooperatively with Division personnel and partner groups.
- 7.3. Commitment to strategic planning.
- 7.4. Knowledge about current trends in education.
- 7.5. Excellent human relations skills.
- 7.6. Strong communication skills – speaking, listening, writing.
- 7.7. Guided by vision, mission, values and beliefs of the Division.
- 7.8. Promote excellence as a standard for themselves and expect it in teaching and learning throughout the Division.

REFERENCES

Alberta Education – Education Act

Approved: December 21, 2010

Revised: January 9, 2017

