

**POSITION DESCRIPTION**

**POSITION TITLE:           TEACHER**

**POSITION DESCRIPTION:**

The Turtle Mountain School Division recognizes the key role of its teachers as the primary force in the provision of a quality education for its students. The division asks teachers to carry out their professional duties in accordance with the Public Schools Act and School Division Policy guidelines for teachers under the direction of the Superintendent and respective school administrations. The duties of teachers, as described below, revolve around the teaching function and are intended to help promote and maximize the learning situation for each individual student in our schools.

**POSITION RESPONSIBILITIES:**

1. It is expected that each teacher will perform his/her teaching assignment, as designated by the Principal, so as to strive for the maximization of the learning situation for each student under his/her charge, whether that be in the classroom or otherwise. Important considerations include:
  - a. Efforts to maximize student ‘time on task’ as regards the student learning situation and to employ teaching techniques that are appropriate to the learning situation;
  - b. Efforts to maintain a teaching atmosphere conducive to student learning and to exercise discipline of children so as to achieve this learning atmosphere and yet to maintain the dignity and work of students in his/her charge;
  - c. Efforts to encourage student self-awareness and the development of a healthy self-concept as part of normal teaching function;
  - d. Efforts made to acquire knowledge of and the use of appropriate curriculum for courses assigned, as determined by the Department and/or in accordance with the approval of the Division;
  - e. Efforts to ensure an appropriate system of student evaluation, consistent with school and division evaluation practices and/or policy. Teachers will make a concerned effort to continually report to parents on a regular basis with specific emphasis on parent/teacher interviews;
  - f. Efforts to ensure that adequate plans and instructions are available where possible when it is necessary for a substitute teacher to be employed in the teacher’s absence. These plans and instructions should be made available to either the substitute teacher or the administration in the school concerned;

Cross Reference:

Approval Date:

Policy Review Date:

Page 1 of 2

- g. So as to remain current and responsive to the needs of children in a changing society, to consider, where possible and within Division capability, personal professional developmental and professional growth opportunities which will enhance his/her teaching assignment;
  - h. Effective planning will be facilitated by the forwarding of their class timetable to the Principal prior to September 15 of each school year.
2. It shall be the duty of teacher in Turtle Mountain School Div44 to strive to assist in the smooth functioning of their respective school and the Division as a whole. Considerations include:
- a. Being familiar with the relevant sections of the Public Schools Act, Department Regulations, Division Policy Manual and School Policy so as to be able to assist the Principal in carrying out these regulations for the promotion of the best possible programming for the students of his/her school;
  - b. Attending such meetings as called by the Superintendent and/or Principal unless specifically excused by the Principal, for the purpose of deciding matters of concern to the school and/or the Division;
  - c. Assisting the Principal to ensure that all necessary student records regarding marking and all attendance are adequately maintained and that sound professional judgment is exercised when preparing and recording for student files;
  - d. Working together with the Principal to support a good public image of the school in the community and by encouraging parental contact with the school, whenever possible;
  - e. Cooperating with the Principal, where possible, in terms of assisting in the extra-curricular are, etc. which enhances the program and image of the school for both students and the community.
3. Teachers are expected to uphold their supervisory responsibilities to their school, as determined by the Principal, by cooperation and compliance in the organization and with the supervision of the school concerned. Considerations include:
- a. Performance of general supervision duties as outlined by the Principal within their classroom and adjacent halls;