

1. Teacher Qualifications

The Division shall employ only an individual who holds a certificate of qualification as a teacher.

2. Role of a Teacher

2.1 In relation to the student, the teacher shall:

- Instruct students according to Alberta Education or the Board.
- Identify and make provisions for individual differences in student learning.
- Conduct necessary student evaluation and maintain an adequate record of student progress.
- Report regularly to the student regarding his/her progress and standing.
- Encourage appropriate moral standards.
- Conduct his/her personal life in such a manner that outside influences does not adversely affect classroom performance.
- Not knowingly participate in any event organized for students at which illegal activities become known by the teacher to be occurring.
- Encourage positive attitudes towards the school and community.

2.2 In relation to parents, the teacher shall:

- Report regularly to parents regarding student progress and standing.
- Communicate and consult with parents regarding their child's program.
- Endeavour to participate in activities designed to encourage liaison and information regarding the school such as parent-teacher nights, open house, etc.
- Recognize that parents are partners in the educational enterprise.

2.3 In relation to the school/staff, the teacher shall:

- Recognize that, in matters related to their teaching position, teachers are directly responsible to the School Principal.
- Cooperate with other staff members and school administrators in supervising students in areas and times established by local school policy (noon hours, recesses, etc.)
- Attend staff meetings as required by the School Principal (this includes part-time teachers).
- Submit to the School Principal such forms, reports, records, etc., as required by the school, Regional Office Administration and/or Alberta Education.
- Participate and cooperate in school or system-wide projects in the fields of curriculum development, instruction and classroom management as requested by the School Principal and/or Regional Office.
- Exercise vigilance over school facilities and equipment with respect to security, cleanliness, tidiness and energy conservation.
- Assist, in consultation with the School Principal, in the organization and operation of extra-curricular activities associated with their schools.

- Foster and maintain collegiality.
- Be available at the school as required by the School Principal, and/or to fulfill professional responsibilities.

2.4 In relation to the Regional Administration and the Board, the teacher shall:

- Normally adhere to the proper channels of communication (i.e. School Principal, Regional Office Administration, and Board).
- Acquaint them with the provision of the ATA Collective Agreement.
- Become acquainted with School and Board policies and adhere to their provisions.
- Admit into their classrooms, administrative and supervisory staff for the purpose of professional assistance and evaluation.
- Be expected to carry out other professional duties as requested.

3. Substitute Teachers

Substitute teachers approved by the Superintendent or designate may be employed in Divisional classrooms. A substitute teacher will perform classroom duties in the place of a classroom teacher who is absent because of illness or in accordance with the "Leave of Absence" clauses in the current ATA contract. Each September, the Superintendent shall circulate to each school a revised list of eligible substitute teachers. Only those teachers whose names are listed shall serve as substitute teachers. The School Principal shall have regulations in place setting out the procedures for employing substitute teachers. It is the responsibility of the teacher to assign classroom duties to each substitute teacher. Substitute teachers may be required to perform duties other than those regularly assigned to the absent teacher(s).

4. Student Teachers

Upon approval of the Superintendent or designate and the School Principal, student teachers may be placed in appropriate schools for the in-school portion of the Education Practicum program of Alberta universities or colleges.

5. School Principals, Associate Principals

School Principals, including Associate Principals, shall have classroom experience and be instructional leaders. A Master of Education, or a Bachelor degree plus a commitment to complete a Master degree or an equivalent degree from a recognized university within the term of the contract is a minimum requirement, unless otherwise determined by the Superintendent.