



**Policy 6.09**

**Category: Charter School Operations**

**Role of the Teacher**

**BACKGROUND**

The Section 18 of the *School Act* defines the duties and responsibilities of teachers. The *Teaching Quality Standard* defines the framework within which teachers work. The *Teaching Profession Act* sets standards for teachers conduct. A teacher who is not subject to the *Teaching Profession Act* and who is alleged to have violated the standards of the profession, including these requirements, may be subject to a complaint of alleged unprofessional conduct under the Practice Review of Teachers Regulation.

The *CAPE Certificated Staff Code of Professional Conduct* states: “Society and the school community hold teachers to a higher standard of conduct than individuals engaged in most other occupations and professions. The conduct of a teacher, both on and off duty, bears directly on the community’s perception of the ability of teachers to fulfill their unique position of trust and influence.

“CAPE provides a safe, caring, and supportive learning environment for each learner. The learning environment is purposely designed to support student engagement, the pursuit of personal best, capacity, and citizenship.

Parents choose CAPE with the expectation that its environment is understanding, knowledgeable, and responsive to the needs of their children. Parents learn about their children as they develop and the school supports the acquisition of knowledge so that parents may support their children effectively.

*CAPE charter*

**POLICY STATEMENT**

1. The CAPE Charter Board recognizes and supports the role of the teacher as key to the delivery of the CAPE personalized integrated instructional program. It also recognizes and supports the role of the teacher as key to the personal development of students.
2. Teachers are expected to conduct themselves with due regard to the honour, dignity, welfare, rights, and best interests of students, parents, colleagues, their employer, all stakeholders, and the teaching profession.

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**DEFINITIONS**

3. **Teacher** - an individual who is required to hold a certificate of qualification as a teacher and who is responsible for the provision of instruction or supervision under section 18 of the *School Act*, or an individual whose qualifications are approved by the Minister and is employed to teach under section 28(2)(b)(iii) of the *School Act*.

**GUIDELINES**

4. The teacher shall provide the CAPE Charter Board with a valid Alberta Teaching Certificate, an Alberta Education Teacher Certification Services statement (TQS), letters of experience from previous employers, a clean Police Information Check Certificate, including a clean Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check as per Policy 6.01 and comply fully with Policy 6.01.
5. The teacher shall be familiar with the CAPE Policy Manual and the Administrative Procedures & Forms Manual, the CAPE charter, the Staff Handbook, the CAPE Code of Professional Conduct Teachers, the ATA Code of Conduct and all other relevant CAPE documents, and shall adhere to them.
6. The teacher shall be familiar with the *School Act*, Alberta Education Policies and Regulations, and shall adhere to them.
7. The teacher shall be familiar with the various curricula and Programs of Studies, and adhere to them in the development of long-range and short-term plans.
8. The teacher recognizes and accepts the CAPE Charter Board as the entity that provides overall policy direction and leadership for the school, and therefore will abide by any and all Board directives.
9. The teacher recognizes and accepts the Superintendent as the Chief Executive Officer of the CAPE Charter Board and Chief Education Officer of the Jurisdiction, and as such responsible for the total operation of the CAPE school.
10. The teacher recognizes and accepts the Principal as the instructional and school-based administrative leader at CAPE.
11. The teacher actively engages in professional development initiatives.
12. Maintains professional relationships with staff, students, parents and other affiliated individuals, groups or organizations.

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**Specific Areas of Responsibility**

**Teacher/CAPE Charter Board Relations**

13. Provides input in the development of CAPE Charter Board policies, practices and procedures when requested to do so.
14. Adheres to any and all Board directives.
15. Establishes and maintains a positive professional working relationship with the CAPE Charter Board via the teacher representative to the CAPE Charter Board, the Principal and/or the Superintendent.

**Teacher/Superintendent Relations**

16. Establishes and maintains a positive professional working relationship with the Superintendent.
17. Attends meetings called by the Superintendent.
18. Serves as a resource person to the Superintendent and provide the Superintendent with accurate objective information regarding student progress, concerns, and issues relative to the daily operation of the class.
19. Develops and maintains an open, effective communication system with the Superintendent.

**Teacher/Secretary-Treasurer Relations**

20. Establishes and maintains a positive professional working relationship with the Secretary-Treasurer.
21. Provides any requested forms, information, certificates, and other items to the Secretary-Treasurer by stated deadlines.
22. Develops and maintains an open, effective communication system with the Secretary-Treasurer.

**Teacher/Principal Relations**

23. Establishes and maintains a positive professional working relationship with the Principal.
24. Attends staff meetings and other meetings called by the Principal.
25. Serves as a resource person to the Principal and provides the Principal with accurate objective information regarding student progress, concerns, and issues relative to the daily operation of the class.

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- 26. Develops and maintains an open, effective communication system with the Principal and other administrators, and with external agencies.
- 27. Takes a stand on issues such as student issues, but remains open and receptive to other views.

**Teacher/Educational Assistant Relations**

- 28. Provides input into the selection of educational assistants, if the evaluation of educational assistants working under the supervision of the teacher.
- 29. Establishes and maintains professional relationship(s) with educational assistant(s) working under the supervision of the teacher.
- 30. Actively supports educational assistant professional development needs.
- 31. Provides leadership and support, and acts as a resource person to the educational assistant.

**Teacher/Parent Relations**

- 32. Establishes and maintains a positive professional working relationship with the parents of his/her students and with all parents involved with CAPE.
- 33. Meets with parents of his/her students regularly throughout the year and provides the parents with accurate objective information regarding student progress, concerns, and issues relative to the daily operation of the class.
- 34. Establishes and maintains open communications with parents of the students in the class via phone, e-mail, planner and/or mail and may also use social media if appropriate.

**Fiscal Management**

- 35. Follows all established protocols for the acquisition of resources.
- 36. Demonstrates a fiscally responsible usage of resources.

**Instructional Leadership**

- 37. Provides leadership in all matters in the class.
- 38. Ensures that the instruction provided is consistent with the courses of study and educational programs prescribed, approved or authorized.
- 39. Ensures that students in the charter school have the opportunity to meet the standards of education set by the Minister.
- 40. Structures and monitors the learning environment within the class.

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- 41. Supervises students as requested within and outside of the classroom.
- 42. Ensures that a positive learning environment is present and students are learning in accordance with Charter expectations.
- 43. Provides instructional leadership in the classroom that promotes the achievement of educational goals established for the school.
- 44. Provides instructional leadership in the classroom that promotes a high standard of education through ongoing supervision and evaluation of curricular and co-curricular programs.
- 45. Supervises the evaluation and reporting of student learning and development.
- 46. Follows the established standards and procedures for discipline and conduct of students.
- 47. Maintains order and discipline in the classroom, in the school and on the school grounds and during activities sponsored or approved by the Board.

**Yearly Planning**

- 48. Ensures that required Yearly Plans are developed and submitted to the administration by stated deadlines.
- 49. Ensures that weekly or daily plans are developed and submitted to the administration as requested.
- 50. Ensures that all plans adhere to the established CAPE format and contain all integration, individualization, community and technology integration, and evaluation requirements.

**Facility**

- 51. Ensures that the school facilities comply with health, fire, and safety regulations and that the facilities are maintained to acceptable standards by reporting any issues requiring attention to the administration.
- 52. Ensures that protocols in place to address issues relating to the safety, welfare and conduct of students while participating in school programs are followed.

**Community**

- 53. Promotes a positive attitude on the part of parents and the community towards the school and its program.
- 54. Establishes and maintains a close working relationship with the community.

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**Other**

55. Complies with other duties and obligations assigned by the Principal, Superintendent and/or the CAPE Charter Board.

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**References:**

*School Act*

*Teaching Quality Standard*

*Certification of Teachers Regulation*

*Practice Review of Teachers Regulation*

*CAPE charter*

*CAPE Code of Professional Conduct for Certificated Staff*

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Adopted: September 30, 2008

Revised: September 28, 2011

Revised: January 22, 2013

Revised: August 27, 2013

Reviewed: September 2018

Motion: #2008-09-30-12

Motion: #2011-09-28-4

Motion: #2013-1-22-10

Motion: #2013-8-27-21