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Category: Charter School Operations

Teacher Role and Responsibilities

BACKGROUND & RATIONALE

The *Education 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 teacher conduct.

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

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.

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.

DEFINITIONS

1. **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 the Alberta Education Act, or an individual whose qualifications are approved by the Minister and is employed to teach.

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PROCEDURE

2. The teacher shall be familiar with the CAPE Policy Manual and the Administrative Procedures, the CAPE charter, the Staff Handbook, the CAPE Certificated Staff Code of Professional Conduct, the ATA Code of Conduct, and all other relevant CAPE documents, and shall adhere to them.
3. The teacher shall be familiar with the *Education Act*, Alberta Education Policies and Regulations, and shall adhere to them.
4. 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.
5. 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.
6. 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.
7. The teacher recognizes and accepts the Principal as the instructional and school-based administrative leader at CAPE.
8. The teacher actively engages in professional development initiatives.
9. Maintains professional relationships with staff, students, parents and other affiliated individuals, groups or organizations.
10. The teacher, as a stakeholder, provides input in the reviews of CAPE Charter, Board policies, practices and procedures when requested to do so.
11. The teacher establishes and maintains a positive professional working relationship and an open, effective communication system with the CAPE Board of Directors, the Superintendent, the Secretary-Treasurer, all administrators, staff, students, parents, community and other affiliated individuals, groups or organizations.
12. The teacher must adhere to FOIP requirements at all times and is respectful of the privacy of all CAPE stakeholders.
13. The teacher guides, supervised, and evaluates the work of the educational assistant.
14. The teacher adheres to Section 196 and 198 (pg. 130-131 & 132) of the *Education Act* and complies with other duties and obligations assigned by the principal, Superintendent and/or the CAPE Charter Board.

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References:

Education Act

Teaching Quality Standard

Certification of Teachers Regulation

Practice Review of Teachers Regulation

CAPE charter

CAPE Certificated Staff Code of Professional Conduct

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