

102044

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS**

POSITION TITLE: **CLASSROOM TEACHER**

REPORTS TO: School Principal

JOB SUMMARY: To provide meaningful learning opportunities in a safe, caring and inclusive educational environment that prepares students to be responsible citizens in a democratic society.

QUALIFICATIONS:

- a) valid Manitoba Teaching Certificate
- b) minimum of an undergraduate degree

PERFORMANCE RESPONSIBILITIES:

Teachers will be responsible for all duties as outlined in the Public Schools Act and for continuously improving their practice to ensure they meet a proficient level of performance in all domains as outlined in the Supervision for Growth Policy, including:

- Planning and teaching assigned courses utilizing curriculum prescribed or approved by the minister.
- Establishing and maintaining an effective learning environment that is pleasant, orderly, respectful and conducive to students' learning.
- Creating a community of learners that supports the engagement of all students, is responsive to their academic, social and emotional needs, respects all forms of diversity, and supports student well-being.
- Responding to behaviour in a manner that takes into consideration both the circumstances and the needs of the students.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-6**

- Applying sound instructional, assessment, evaluation and reporting practices that promote validity, reliability and fairness to all students.
- Creating partnerships involved in the student's care and maintaining open and timely communication outside of school, including communicating information about student progress, attendance, and behaviour to students, parents, and caregivers, as well as to administration.
- Providing mutually convenient out-of-class time for assisting students as well as providing time for meetings and conversations with families as required, including during parent-teacher conferencing.
- Providing role models that establish a positive tone in the school.
- Ensuring that students are referred to appropriate special services when necessary.
- Maintaining order and discipline among students attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school.
- Evaluating student achievement and advising students as to what is expected of them in school, reviewing their assessments with them, providing for meaningful student involvement in the assessment process, evaluating their progress and reporting on the progress to families.
- Using the results from assessment and evaluation to enhance teaching and learning.
- Administering and marking any assessment of student performance that the minister may direct, in the manner that the minister directs.
- Incorporating new techniques into practice via participation in ongoing professional development, ethical, reflective and collaborative practice, and involvement in professional learning communities.
- Participating in decision-making and goal-setting within the school.
- Contributing to school events, projects and activities, and establishing collegial and professional relationships with others.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-6**

- Being on duty in the school at least 10 minutes before the morning session begins and at least five minutes before the afternoon session begins, unless prevented from doing so by exceptional circumstances.
- Completing attendance reports and any other report, log or document directed by the Division and providing the reports, logs and documents to the principal when required.
- Preparing and providing to the minister, in a form acceptable to the minister, any information or report that the minister may require.
- Ensuring that keys, passwords, divisionally-issued technology and records, including student assessments, a statement of the work covered by the students, and any other relevant material or information is given to the principal prior to any leave.
- Adhering to any codes of conduct and ethics accepted by the teacher's professional organization, the Division, and the Province of Manitoba.
- Assuming other duties as required.

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