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**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS**

POSITION TITLE: CLASSROOM TEACHER

REPORTS TO: School Principal

QUALIFICATIONS:

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

DUTIES:

Duties of teachers shall be as outlined in the Public Schools Act.

RESPONSIBILITIES:

Teachers will be responsible for:

- Planning and teaching assigned courses utilizing curriculum prescribed or approved by the minister.
- Establishing and maintaining an effective learning environment which is pleasant, orderly, respectful and conducive to students' learning.
- Responding to behaviour in a manner that takes into consideration both the circumstances and the needs of the students.
- Evaluating student achievement and explaining the assessment and evaluation procedures to be used in each course.
- Applying sound instructional, assessment, evaluation and reporting practices that promote validity, reliability and fairness to all students.

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- Communicating information about student progress, attendance, behaviour and the Code of Behaviour to students, parents, and administration.
- Providing mutually convenient out-of-class time for assisting students.
- Providing an environment that will promote self-esteem.
- Providing role models which establish a positive tone in the school.
- Ensuring that students are referred to appropriate special services when necessary.
- Maintaining order and discipline among pupils attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school.
- Advising pupils 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 parents.
- Using the results from assessment and evaluation to enhance teaching and learning.
- Administering and marking any assessment of pupil performance that the minister may direct, in the manner that the minister directs.
- Ongoing professional development and involvement in professional learning communities.
- 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 providing the reports 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.

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- Ensuring that records, including his or her timetable, latest mark book (or diskette), and a statement of the work covered by the pupils in his or her charge, are given to the principal upon leaving his or her last teaching position.

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