

## Administrative Procedure 404

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Revised: January 11, 2005

# EXPECTATIONS FOR TEACHER PERFORMANCE

## Background

In order to provide a fair and objective assessment of a teacher's performance, it is essential that the expectations and responsibilities of the teacher be identified and clearly communicated.

## Procedures

In addition to the responsibilities specified in Section 18 of the *School Act*, the expectations and responsibilities of the teacher will be based upon the following:

1. Faith Life
  - 1.1 The teacher exhibits to students an example that is consistent with what is being taught. To be credible, the teacher must proclaim Catholic philosophy through actions, both within the school and community.
  - 1.2 The teacher is expected to be in good standing with the Church and is expected to be an active member of the parish community.
  - 1.3 The teacher is expected to be knowledgeable about the Catholic faith.
  - 1.4 The teacher shall maintain close communication with the parish priest in preparing for the reception of the sacraments and to invite him to various school programs and functions.
  - 1.5 Teachers of other faiths are expected to continue to practice their own particular faith and to support the religious foundation of our Catholic schools.
2. Knowledge of Subject Matter
  - 2.1 The teacher is thoroughly familiar with and follows the appropriate Program of Studies prescribed by Alberta Education.
  - 2.2 The teacher shows knowledge beyond the minimums presented in the text and is able to add details which illuminate a point or add interest or colour.
3. General Education
  - 3.1 The teacher has a good command of spoken and written English language appropriate for his/her subject assignment.
  - 3.2 The teacher models life-long learning for students.

#### 4. Planning

- 4.1 The teacher produces long range plans for each subject assignment specifying goals, topics, time lines, evaluation and materials used.
- 4.2 The teacher produces daily lesson plans of such detail enabling him/her to teach the Program of Studies effectively. In the event of a substitute teacher, more detailed plans will be provided.
- 4.3 The teacher shall be prepared for his/her lesson.

#### 5. Evaluation

- 5.1 Students are regularly evaluated.
- 5.2 Evaluation reflects the goals of the Program of Studies.
- 5.3 A variety of evaluation techniques are used as appropriate to the subject area and grade level.
- 5.4 Evaluation reflects the school's grading policy and the school division's Administrative Procedure (AP 305—Student Evaluation).
- 5.5 The teacher keeps accurate records of all evaluations.

#### 6. Methodology

- 6.1 The teacher selects methodology appropriate to the subject, theme, age level and characteristics of the students.
- 6.2 The teacher uses a variety of methods to create interest and assist learning.
- 6.3 Concrete materials and experiences are used to illustrate abstract ideas, especially, but not exclusively, in the lower grades.
- 6.4 Homework may be used as a means of consolidating learning and developing work skills and independence.
- 6.5 Good use is made, as appropriate, of the library, audio-visual equipment, the Regional Film Centre and other teaching resources.
- 6.6 Provision is made for individual differences such as learning styles, differing speeds of learning, and capacity for abstraction.
- 6.7 Extra help is provided to students as appropriate.

#### 7. Discipline

- 7.1 The teacher maintains order in his/her classes.
- 7.2 The teacher enforces school rules in class and throughout the school.
- 7.3 The teacher is on time for class and assigned supervision duties.
- 7.4 The teacher exercises prudent supervision over students on co-curricular and extra-curricular activities.

- 7.5 The teacher does not leave his/her classes or students unsupervised without compelling reasons and appropriate accommodation for replacement supervision.
8. Care of Classrooms and Materials
- 8.1 The classroom environment promotes student learning.
- 8.2 Textbooks are issued according to school procedures and students are instructed on their proper care.
- 8.3 Care is taken of all equipment borrowed from the library or on loan to the teacher and the material is returned promptly.
- 8.4 The teacher maintains proper security in his/her classroom.
9. Relations with Students
- 9.1 The teacher treats students with respect as befitting the Christian nature of our schools.
- 9.2 The teacher respects the confidentiality of student performance information.
- 9.3 The teacher uses physical force only to protect other children, defend himself/herself or prevent the destruction of property.
- 9.4 The teacher provides extra assistance to students as required and responds to requests for counseling by making the appropriate referral.
- 9.5 Information on important student educational needs not being met is communicated to the Principal.
10. Relations With Parents
- 10.1 The teacher prepares reports for parents following school guidelines.
- 10.2 The teacher attends all regularly scheduled parent/teacher conference days.
- 10.3 The teacher arranges a parent/teacher conference whenever one is requested at a mutually convenient time.
- 10.4 The teacher communicates with parents in accordance with school policy.
- 10.5 The teacher is courteous and informative with parents.
11. Relations With Administration
- 11.1 The teacher attends meetings called by the Principal or Associate Principal and is available, from time to time, for evening meetings with parents such as "Meet the Teacher Night" or meetings called to explain a new program.

- 11.2 The teacher co-operates with supervisors in the teacher evaluation process.
- 11.3 The teacher hands in, on time, such paperwork as required by the office.
- 11.4 The teacher behaves in an ethical fashion to administration members and refrains from criticizing them “behind their backs.” Any concerns are taken directly to the appropriate administrator.

## 12. Relations With Fellow Teachers

- 12.1 The teacher is expected to abide by the Code of Professional Conduct of the Alberta Teachers’ Association.

## 13. Personal Attributes

- 13.1 The teacher has the physical and mental health to be able to actively carry out his/her duties.
- 13.2 The teacher maintains an appropriate level of grooming and dresses in a professional fashion.

## 14. Professional Growth

- 14.1 The teacher keeps abreast of current developments in the field and in teaching methodology through attendance at conferences, reading professional journals and books and discussions with colleagues.
- 14.2 The teacher actively participates in school and division sponsored professional development events.

## 15. Contributions to the Life of the School

- 15.1 The teacher contributes to the life of the school beyond regular teaching duties.
- 15.2 The teacher, from time to time, serves on staff committees as appropriate.