EDUCATION, 1995 **c. E-0.2**

**Duties of a Teacher – Education Act**

FUNCTIONS AND DUTIES OF TEACHERS

**General duties of teachers**

**231**(1) A teacher is responsible, in co-operation with staff colleagues and administrative authorities, for:

(a) advancing the educational standards and efficiency of the school;

(b) participating in educational planning by the staff and the board of education or the conseil scolaire; and

(c) advancing his or her personal professional competence.

(2) A teacher shall:

(a) diligently and faithfully teach the pupils in the educational program assigned by the principal;

(b) plan and organize the learning activities of the class with due regard for the individual differences

and needs of the pupils;

(c) co-operate with colleagues and associates in program development and teaching activities pertaining to

the class and individual pupils;

(d) maintain, in co-operation with colleagues and with the principal, good order and general discipline in

the classroom and on school premises;

(e) conduct and manage assigned functions in the instructional program in accordance with the educational

policies of the board of education or the conseil scolaire and the applicable regulations;

(f) keep a record of attendance of the pupils for statistical purposes in the form that the department may

prescribe or in any other form that may be recommended by the principal and approved by the minister;

(g) report regularly, in accordance with policies of the school approved by the board of education or the

conseil scolaire to the parent or guardian of each pupil with respect to progress and any circumstances or

conditions that may be of mutual interest and concern to the teacher and the parent or guardian;

(h) participate, under the leadership of the principal, in developing cooperation and co-ordination of effort

and activities of members of the staff in accomplishing the objectives of the school;

(i) exclude any pupil from the class for overt opposition to the teacher’s authority or other gross misconduct

and, by the conclusion of that day, report in writing to the principal the circumstances of that exclusion;

(j) furnish, on request, to the board of education or the conseil scolaire, the director, the principal or the

minister, any data or information in the teacher’s possession respecting anything connected with the

operation of the school or in any way affecting its interests or well-being;

(k) deliver up any school records or other school property or property of the school division or conseil

scolaire in the teacher’s possession when leaving the employment of the board of education or the

conseil scolaire or when requested in writing by the board of education or the conseil scolaire to do so;

(l) exclude from the teacher’s classroom any pupil suspected to be suffering from, or of being convalescent

from or in contact with, a communicable disease and immediately report that exclusion to the principal

who shall give notification of the exclusion and the reasons for it to the medical health officer;

(m) re-admit to the classroom, on production of a written certificate from the medical health officer, any

pupil who has been excluded pursuant to clause (l);

(n) co-operate with the colleges of education of the universities in the education and training of teachers in

accordance with the regulations and any policies of the board of education or the conseil scolaire with

respect to access to the school and its facilities for that purpose;

(o) attend regularly all meetings of the staff convened by the principal or the director;

(p) advance or promote pupils in their work in accordance with the promotion policies of the school and

under the general supervision of the principal; and

(q) co-operate with supervisors, consultants and other personnel, and undertake personal initiatives in

activities intended or designed to enhance in-service professional growth and the development of

professional competence and status.

1995, c.E-0.2, s.231.