

POLICY 200.16-

TEACHER ROLES AND RESPONSIBILITIES

A teacher's responsibilities include designing, supervising and assessing educational programs and planning, instructing, assessing and evaluating individual students and groups of students.

1. The role of an online learning teacher includes the following:
 - 1.1 responsible for updating course overviews/outlines and adding the course overviews and other materials to their online course platform.
 - 1.2 responsible for curriculum and the educational program of each student assigned to the teacher.
 - 1.3 maintaining the student records as required by Global Education.
 - 1.4 responsible for reporting student assessment results and learner progress based upon the B.C. Ministry of Education outcomes.
 - 1.5 encouraging and supporting students in their online courses that are assigned to the teacher.
 - 1.6 informing, advising and/or consulting, in a timely manner, with the students' school administration, Global Education administration and/or the Teacher Assistant regarding student concerns or issues that arise.
 - 1.7 regularly provide the student and home school administration with student progress updates as required by Global Education.
 - 1.8 attend all meetings and Professional Development sessions as required by Global Education administration.
 - 1.9 responsible for reporting student grades to Global Education administration and the students' school.
 - 1.10 responsible for communicating weekly with students, school administration, Global Education administration and, where appropriate, Teacher Assistants, regarding student performance.
 - 1.11 communicate student concerns to the home school administration and Global Education administration.
 - 1.12 attend all scheduled synchronous lessons. If the teacher is unable to attend class, the school administration and Global Education administration must be informed in a timely manner to ensure alternate arrangements can be made.
 - 1.13 provide prompt and accurate feedback to students in order to facilitate their learning.

- 1.14 review the applicable course curriculum documents and develop assignments and learning activities that meet the needs of each student in order that they are successful in meeting the curricular requirements.
- 1.15 evaluate and assess student progress based upon their professional assessment and, where appropriate, consultation with the students' home school administration.