

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 a distributed learning teacher includes the following:
 - 1.1. responsible for updating course overviews/outlines and adding the course overviews and other materials.
 - 1.2. responsible for curriculum and educational program of each student assigned to the teacher.
 - 1.3. maintaining the student records required by School District 73 Business Company.
 - 1.4. responsible for reporting student assessment results and learner progress based on the BC Ministry outcomes.
 - 1.5. encouraging and supporting students in their online courses that are assigned to the teacher.
 - 1.6. advising the home school administration, Teacher Assistant and SD73 Business Company administration regarding student issues.
 - 1.7. regularly providing the student and home school administration progress updates in respect of the student's school progress, as required by School District 73 Business Company.
 - 1.8. attending all meetings or Professional development days called by the School District 73 Business Company Administration.
 - 1.9. responsible for reporting student grades to SD73 Business Company administration and the student's' home school.
 - 1.10. responsible for communicating weekly with students, TA and school administration and the School District No.73 Business Company administration regarding student performance.
 - 1.11. communicate student concerns to the home school and SD73 Business Company administration.
 - 1.12. expected to attend all scheduled synchronous lessons. If staff are unable to attend class, this is to be reported to School District 73 Business Company Administration and the home school.

- 1.13. teacher provides prompt and accurate feedback to students to facilitate learning; reviews the curriculum and develops assignments to promote understanding of the BC curriculum.
- 1.14. evaluate and assess student progress based on their professional assessment and where appropriate input from home school.