

Duties of teachers

4 (1) The duties of a teacher include the following:

- (a) providing teaching and other educational services, including advice and instructional assistance, to the students assigned to the teacher, as required or assigned by the board or the minister;
- (b) providing such assistance as the board or principal considers necessary for the supervision of students on school premises and at school functions, whenever and wherever held;
- (c) ensuring that students understand and comply with the codes of conduct governing their behaviour and with the rules and policies governing the operation of the school;
- (d) assisting to provide programs to promote students' intellectual development, human and social development and career development;
- (e) maintaining the records required by the minister, the board and the school principal;
- (f) encouraging the regular attendance of students assigned to the teacher;
- (g) evaluating educational programs for students as required by the minister or the board;
 - (g.1) evaluating each student's intellectual development, human and social development and career development, including, as required by the minister, administering and grading Required Graduation Program Examinations;
 - (g.2) ensuring the security of Provincial examinations, including retaining completed Provincial examinations for any period of time set by the minister;
- (h) providing the information in respect to students assigned to the teacher as required by the minister, board or, subject to the approval of the board, by a parent;
 - (h.1) advising the school principal regarding the organization of classes in the school and the placement of students with special needs in those classes;

- (i) when required to do so by the minister, verifying the accuracy of the information provided to the minister under paragraph (h);
 - (j) regularly providing the parents or guardians of a student with reports in respect of the student's school progress;
 - (k) attending all meetings or conferences called by the principal or superintendent of schools for the district to discuss matters the principal or superintendent of schools considers necessary unless excused from attending the meeting or conference by the principal or superintendent of schools;
 - (l) admitting to his or her classroom, to observe tuition and practise teaching, student teachers enrolled in a university established under the *University Act* or in an institution for training teachers established under any other Act, and rendering the assistance to the student teachers, and submitting the reports on their teaching ability or on other matters relating to them or to their work, considered necessary for the training of teachers by the university or institution.
- (2) Reports referred to in subsection (1) (j) shall be made at least 5 times during the school year as follows:
- (a) 3 written reports, one of which shall be at the end of the school year
 - (i) on a form approved by the minister, or
 - (ii) on a form approved by the board containing information and, when required, using reporting symbols ordered or approved by the minister;
 - (b) at least 2 informal reports.

[am. B.C. Regs. 485/2004, s. 2; 92/2012, s. 1.]

Powers and duties of principal, vice principal or director of instruction



- 5 (1) A principal, vice principal or director of instruction may at any time report on the work of a teacher and the learning situation in the teacher's class and shall deliver a copy of that report to the teacher.
- (2) Within 3 months of a request of the commissioner, a principal, vice principal or director of instruction shall report on the work of a teacher and the learning situation in the teacher's class and deliver a copy of the report to the commissioner and to the teacher.
- (3) The primary function of a director of instruction is to improve instruction within the grades or ungraded years for which he or she is responsible and, in performing this function, he or she shall have free access to any school, classroom or school record.
- (4) A director of instruction shall, under the direction of the superintendent of schools,
- (a) by conferring with principals singly or in groups,
 - (b) by meeting with teachers,
 - (c) by visiting classrooms and observing the learning situations, and
 - (d) by carrying out such other duties as are designed to improve instruction,
- coordinate some or all of the educational programs within the schools in the areas of his or her responsibility.
- (5) A director of instruction may
- (a) evaluate learning situations in classrooms,
 - (b) evaluate the work of a teacher and of school district supervisory personnel,
 - (c) evaluate the work of principals and vice principals, and
 - (d) issue reports on any matter referred to in paragraphs (a) to (c).
- (6) The principal or, if so authorized by the principal, the vice principal of a school shall,
- (a) perform the supervisory, management and other duties required or assigned by the board,

(b) confer with the board on matters of educational policy and, where appropriate, attend board meetings for that purpose,

(b.1) consult with teachers assigned to a school regarding the organization of classes in the school and the placement of students with special needs in those classes,

(b.2) consult, if the principal considers it advisable, with students and the parents' advisory council regarding the organization of classes in the school,

(b.3) consult with teachers of classes that, under section 76.1 (2.1) (a) of the Act, exceed 30 students,

(c) evaluate teachers under his or her supervision and report to the board as to his or her evaluation,

(d) assist in making the Act and this regulation effective and in carrying out a system of education in conformity with the orders of the minister,

(e) advise and assist the superintendent of schools in exercising his or her powers under the Act,

(f) recommend to the superintendent of schools the assignment or reassignment of teachers to positions on the teaching staff of the board,

(g) recommend to the superintendent of schools the dismissal or discipline of a teacher,

(h) perform teaching duties assigned by the board,

(h.1) administer and grade, as required by the minister, Required Graduation Program Examinations,

(h.2) ensure the security of Provincial examinations, including retaining completed Provincial examinations for any period of time set by the minister, and

(i) represent the board when meeting with the public in the capacity of principal or vice principal of a school.

(7) The principal of a school is responsible for administering and supervising the school including

(a) the implementation of educational programs,

(b) the placing and programming of students in the school,

- (c) the timetables of teachers,
- (d) the program of teaching and learning activities,
- (e) the program of student evaluation and assessment and reporting to parents,
- (f) the maintenance of school records, and
- (g) the general conduct of students, both on school premises and during activities that are off school premises and that are organized or sponsored by the school,

and shall, in accordance with the policies of the board, exercise paramount authority within the school in matters concerning the discipline of students.

(7.1) If a student is receiving instruction through distributed learning off school premises, subsection (7) (g) applies only to conduct related to distributed learning provided to the student by the school.

(8) Principals shall ensure that parents or guardians are regularly provided with reports in respect of the student's school progress in intellectual development, human and social development and career development and the student's attendance and punctuality.

(9) Reports under subsection (8) shall be made at least 5 times during the school year as follows:

- (a) 3 written reports, one of which shall be at the end of the school year
 - (i) on a form ordered by the minister, or
 - (ii) on a form approved by the board containing information, and when required, using reporting symbols ordered or approved by the minister, and
- (b) at least 2 informal reports.

(10) The principal of a school, other than a distributed learning school, must

- (a) subject to the approval of the board, establish a program of school assemblies to be conducted at appropriate times during the school year,
- (b) ensure that assemblies are held at least 3 times in a school year, including the school day immediately preceding Remembrance Day,
- (c) ensure that the Canadian national anthem shall be sung at each school assembly, and

(d) ensure that the Canadian flag and the British Columbia flag shall be displayed at each school while in session.

(10.1) Subsection 10 does not apply to

(a) the principal of a distributed learning school, or

(b) the principal of a school, other than a distributed learning school, in respect of students receiving instruction by means of distributed learning.

(11) School assemblies referred to in subsection (10) shall be established to promote loyalty to the Crown, respect for Canadian traditions, laws, institutions and human values, and shall include observation of occasions of historic or current importance to Canada and the Commonwealth, as well as appropriate references to the Canadian flag.

(12) The principal of a distributed learning school must establish a program of activities for students enrolled with the school that promote loyalty to the Crown, respect for Canadian traditions, laws, institutions and human values, and include observation of occasions of historic or current importance to Canada and the Commonwealth, as well as appropriate references to the Canadian flag.

(13) Subsection (12) also applies to a principal of a school, other than a distributed learning school, in respect of students receiving instruction by means of distributed learning.

[am. B.C. Regs. 138/2004, s. 1; 485/2004, s. 3; 255/2006, s. 15; 264/2007, s. 3; 92/2012, s. 2; 87/2013.]

Duties of superintendent of schools



6 (1) A superintendent of schools shall

- (a) assist in making the Act and regulations effective and in carrying out a system of education in conformity with the orders of the minister,
 - (b) advise and assist the board in exercising its powers and duties under the Act,
 - (c) investigate matters as required by the minister and after due investigation submit a report to him or her, and
 - (d) perform those duties assigned by the board,
- and may, subject to section 69 of the Act, at his or her discretion, attend any board meeting.

- (2) A superintendent of schools shall render the assistance to the minister that the minister requires.
- (3) A superintendent of schools or an assistant superintendent may at any time report on the work of a teacher and the learning situation in the teacher's class or the work of a principal, vice principal or director of instruction and must deliver a copy of that report to the teacher, principal, vice principal or director of instruction, as the case may be.
- (4) Within 3 months of a request of the commissioner, the superintendent shall report on the work of a teacher and the learning situation in the teacher's class or the work of a principal, vice principal or director of instruction and deliver a copy of the report to the commissioner, principal, vice principal or director of instruction, as the case may be.

[am. B.C. Regs. 138/2004, s. 2; 87/2013.]