

Administrative Procedure Manual

Human Resources: Job Descriptions
Teacher

AP: 216B

Teacher Job Description

Park West School Divisions teacher job description is based on Charlotte Danielson's work on teacher evaluation and includes the following:

Components of Professional Practice

Domain 1: Planning and Preparation	Domain 2: The Classroom Environment
Domain 1 includes comprehensive understanding of the	Domain 2 addresses the teacher's skills in establishing an
content to be taught, knowledge of the students'	environment conducive to learning, including both the
backgrounds, and designing instruction and assessment. Its	physical and interpersonal aspects of the environment. Its
components are:	components are:
1a. Demonstrating knowledge of content and	2a. Creating an environment of respect and rapport
pedagogy	2b. Establishing a culture for learning
1b. Demonstrating knowledge of students	2c. Managing classroom procedures
1c. Selecting instructional goals	2d. Managing student behaviour
1d. Demonstrating knowledge of resources	2e. Organizing physical space
1e. Designing coherent instruction	
1f. Assessing student learning	
Domain 3: Instruction	Domain 4: Professional Responsibilities
Domain 3 is concerned with the teacher's skill in engaging	Domain 4 addresses a teacher's additional professional
students in learning the content, and includes the wide	responsibilities, including self-assessment and reflection,
range of instructional strategies that enable students to	communication with parents, participation in ongoing
learn. Its components are:	professional development, and contributing to the school and
3a. Communicating clearly and accurately	division environment. Its components are:
3b. Using questioning and discussion techniques	4a. Reflecting on teaching
3c. Engage students in learning	4b. Maintaining accurate records
3d. Providing feedback to students	4c. Communicating with families
3e. Demonstrating flexibility and responsiveness	4d. Contributing to the school and division
	4e. Growing and developing professionally
	4f. Showing professionalism

Park West School division also expects that all teachers should follow divisional and school code of conducts along with the MTS code of professional practice.