

Roles and Responsibilities for Teachers of Koinonia Christian School Red Deer (KCS-RD)

Teachers have the responsibility to faithfully implement the policies of the Board and follow the procedures established by the Administration to ensure that the ministry of the school is effectively and efficiently delivered. They are to prayerfully help students learn the knowledge, skills, and attitudes that will contribute to their development as mature, capable, and responsible Christian men and women to the praise and glory of God.

Each teacher must agree with our Statement of Faith, agree to abide by the school's Moral Conduct Policy, and be committed to fulfilling the School's Mission.

Spiritual Responsibilities

1. Models a consistent, daily walk with Jesus Christ in speech, actions and attitude.
2. Demonstrates, by example, the importance of the Word of God, prayer, fellowship and Christian service.
3. Follows the principles of Matthew 18 in dealing with students, parents, administration and staff.
4. Recognizes that parents have the primary responsibility before God for their children's education and to assist them in that task.
5. Guides students in their understanding of God's love for them, to motivate them to accept His gift of salvation, and to help them grow in their faith.
6. Integrates Biblical principles and the Christian philosophy of education throughout the curriculum.

General Responsibilities and Accountability

7. Participates in on-going professional development and professional learning communities to meet the needs of their own Professional Growth Plan and the goals of Koinonia Christian School Red Deer.
8. Accepts the guidance and leadership of the Principal or designate and faithfully fulfill all assigned duties.
9. Attends and participates in scheduled devotional, committee and faculty and Parent-Teacher – Faculty meetings necessary for their teaching role in KCS-RD.
10. Exercises primary authority and care over students when they are involved in school-led activities or are in the school.
11. Provides input and recommendations to the administration regarding the effective operation of the school and its programs.
12. Conducts evaluation of student progress on a regular basis as determined in consultation with school administration.

Specific Roles and Responsibilities of Campus Teachers

13. Maintains a clean, attractive, well-organized classroom.
14. Supervises extra-curricular activities as assigned.

15. Exercises primary authority and care over Teacher Aides and volunteers assigned to them.
16. Prepares teaching assignments for instruction using a variety of teaching methods to reach the whole child: spiritual, mental, physical, social and emotion. (Note: material resources produced on school time or with school materials shall belong to the school.
17. Plans lessons for assigned courses that fulfill the requirements of the Alberta Program of Study using differentiated learning methods to address the needs, interests and abilities of the students.
18. Monitors student attendance and engagement in lessons to ensure student progress and achievement.
19. Completes formative assessment of students on a regular basis as determined in consultation with school administration.
20. Assist students in preparation for diploma examinations.
21. Participate in the development and implementation of Individual Program Plans as directed by the Principal.
22. Reports, formally and regularly, on student attendance and progress in formats determined by the principal.
23. Maintain proper discipline in the physical and/or virtual learning spaces, on the school premises, or during off-campus activities in accordance with the discipline policy.

Specific Roles and Responsibilities of Koinonia@Home Distributed Learning Teachers

24. Plan lessons for assigned courses that fulfill the requirements of the Alberta Program of Study using differentiated learning methods to address the needs, interests and abilities of the students.
25. Creates lesson, assessment and evaluation materials in accordance with the KCS-RD virtual course creation policies and in response to suggestions of the Program Director.
26. Instructs and coaches students in a virtual environment using synchronous and asynchronous technology and methods that address the whole child: spiritual, mental, physical, social and emotional needs. Synchronous instruction includes a minimum of one Big Blue Button session or equivalent each week.
27. Maintains a maximum one-day turnaround in all communication with the exception of weekends and holidays where the time line will extend to the next working day. The target turnaround time is four hours within the 8:00 AM to 4:00 PM working day.
28. Communicates regularly with parents and Educational Assistants supporting Distributed Learning students.
29. Instructs and coaches students in additional extra-curricular activities as determined jointly with the Koinonia@Home administration and in a manner consistent with Koinonia@Home policies for Koinonia@Home activities, including (Koinonia-Days, Koinonia Community Activities, Koinonia Coaching and Collaboration Sessions, Koinonia Excursions). Remuneration for these activities is contracted separately.
30. Monitors student attendance and engagement in lessons to ensure student progress and achievement in accordance with Koinonia@Home attendance policies and procedures.

31. Completes formative assessment of students on a consistent, frequent basis as determined in consultation with school administration.
32. Assists students in preparation for Provincial Achievement Tests and/or Alberta Diploma examinations when instructing courses that are evaluated with these tests.
33. Participates in the development and implementation of Individual Program Plans as directed by the Principal.
34. Reports, formally and regularly, on student attendance and progress in formats determined by the principal.
35. Maintains proper discipline in the physical and/or virtual learning spaces, on the school premises, or during off-campus activities in accordance with the discipline policy.

Specific Roles and Responsibilities of Koinonia@Home Teachers Supporting Home Education Programs

1. Assists in the preparation and collection of documentation required for a Home Education program.
2. Provides advice, encouragement and assistance in the initial development of Student Learning Plans at the request of the parents.
3. Provides advice, encouragement and assistance to parents about changes in the Student Learning Plans at the request of the parents.
4. Advises parents on the purchase of materials, equipment and instructional support to meet the needs of their program. Advises parents on the purchase of materials, equipment and instructional support to meet the needs of their program.
5. Supports and encourages parents in their Home Education program.
6. Informs families about services, activities and resources available through Koinonia@Home and other community programs.
7. Provides support, encouragement and recommendations to parents based on at least two evaluations of student progress and achievement.
8. Reports to parents and school administration, formally and regularly, on student progress in a format determined by the principal.
9. Recommends to continue or discontinue a program in writing to the parents and Koinonia@Home administration. If required, recommends an alternative program for the remainder of the current school year.