

Teacher/Administrator Duties

Comparison of NSTU Work to Rule Directives against the *Education Act*

Directives for Teachers:

NSTU Leadership	Education Act	Direct conflict?
<p>NOT attend any meetings (staff meetings, program planning, etc.) before school, during preparation time, over lunchtime, or after school. However, teachers may meet with parents/guardians individually if the teacher deems it necessary. Teachers will continue to attend Union meetings.</p>	<p>s. 26(1)(g) participate in individual-program planning and implement individual program plans, as request, for students with special needs.</p> <p>s. 26(1)(r) communicate regularly with parents in accordance with policies established by the school board;</p> <p>s. 26(1)(v) serve, to the extent reasonable, on committees established within the school to improve student achievement and success</p>	<p>Yes</p>
<p>NOT arrive at school earlier than 20 minutes before instructional time begins and leave later than 20 minutes after instructional time ends. During WTR, teachers should not return to school in the evenings or on weekends.</p>	<p>s. 26(1)(k) Take all reasonable steps necessary to create and maintain an orderly and safe learning environment</p>	<p>Yes</p>
<p>NOT communicate on school matters except during the instructional day</p>	<p>s. 26(1)(r) communicate regularly with parents in accordance with policies established by the school board;</p>	<p>Yes</p>
<p>NOT update electronic communication at any time (i.e. school/class websites, e-newsletters, Google classroom, etc.) unless it is related to health and safety matters. Teachers may use technology for instructional purposes at their discretion.</p>	<p>s. 26(1)(r) communicate regularly with parents in accordance with policies established by the school board;</p>	<p>Yes</p>
<p>NOT plan, participate in, supervise or facilitate extracurricular activities. This prohibition includes holiday concerts and travel,</p>		<p>No</p>

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whether scheduled during instructional time or not		
NOT plan, organize, or participate in field trips		
NOT plan or organize guest speaker presentations		
NOT plan, organize, or participate in fundraising activities		No
NOT collect money		No
NOT supervise students during lunchtime	s. 26(1)(k) Take all reasonable steps necessary to create and maintain an orderly and safe learning environment	Yes
NOT do extracurricular activities at lunchtime		No
NOT offer extra help before school, after school or during lunchtime	s. 26(1)(b) teach diligently the subjects and courses of study prescribed by the regulations that are assigned to the teacher by the school board	
NOT hand out paperwork required by the Board or the Department	s. 26(1)(j) administer such evaluation and assessment instruments as required by the school board or by the Minister	Yes
NOT enter anything in PowerSchool	s. 26(1)(q) keep accurate attendance records and report absent students to the principal as prescribed by the regulations. s. 26(1)(s) keep such records as are required by the school board or the Minister and permit the inspection of those records by the board, the superintendent or superintendent's representative, the principal, the supervisor and the Minister or Minister's representative or, upon their request, provide the records to them;	Yes
NOT enter anything in TIENET	s. 26(1)(q) keep accurate attendance records and report absent students to the principal as prescribed by the regulations. s. 26(1)(s) keep such records as are required by the school board or the Minister and permit the inspection of	Yes

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	those records by the board, the superintendent or superintendent's representative, the principal, the supervisor and the Minister or Minister's representative or, upon their request, provide the records to them;	
NOT administer Department or Board mandated assessments. Teachers should only administer and evaluate teacher created assessments as they deem necessary	s. 26(1)(j) administer such evaluation and assessment instruments as required by the school board or by the Minister	Yes
NOT participate in professional development provided by the Department or Board (other than mandatory First Aid, WHMIS, or OHS training).	s. 27(1)(u) maintain their professional competence	Yes
NOT attend meetings or undertake tasks related to Department or Board initiatives	s. 26(1)(v) serve, to the extent reasonable, on committees established within the school to improve student achievement and success	Yes
NOT participate in PLCs, CLTs, and grade-level meetings	s. 26(1)(v) serve, to the extent reasonable, on committees established within the school to improve student achievement and success	Yes
NOT participate in teacher evaluation or growth cycle meetings	s. 38(2) (i) evaluate the performance of teachers and other staff of the school;	Yes
NOT participate in Student Success Plan (SSP) meetings and initiatives	s. 26(1)(t) assist in the development and implementation of the school improvement plan s. 26(1)(v) serve, to the extent reasonable, on committees established within the school to improve student achievement and success	Yes
NOT accept or supervise student teachers		
NOT fill out assessment/diagnostic instruments from external		

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agencies unless required by law		
NOT fill out forms or surveys from the Department or Board	s. 26(1)(j) administer such evaluation and assessment instruments as required by the school board or by the Minister	Yes
NOT act as teacher-in-charge	s. 26(1)(k) Take all reasonable steps necessary to create and maintain an orderly and safe learning environment s. 26(1)(l) maintain appropriate order and discipline in the school or room in the teacher's charge and report to the principal or other person in charge of the school the conduct of any student who engages in severely disruptive behaviour, including bullying or cyberbullying.	Yes

Directives for Teachers with Administrative Responsibilities (School-based):

NOT arrive at school earlier than 20 minutes before instructional time begins and leave later than 20 minutes after instructional time ends.	s. 38 (2)(e) ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment;	Yes
NOT conduct or attend meetings before school, over the lunchtime or after school, except with parents/guardians as deemed necessary by the administrator	s. 38(2) (a) ensure that the public school program and curricula are implemented (b) keep attendance records respecting every student enrolled at the school and report thereon to the school board, as required by the school board (c) take all reasonable steps to secure full and regular attendance at school of the students enrolled in the school in accordance with policies established by the school board	

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	<p>(d) communicate regularly with the parents/guardians/guardians of the students;</p> <p>(e) ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment</p> <p>(j) assist the school board in the development and implementation of professional-development programs</p>	
<p>NOT communicate on school matters except during the instructional day</p>	<p>s.38(2)(d) communicate regularly with the parents/guardians/guardians of the students;</p>	<p>Yes</p> <p><i>“educational leader of school and has overall responsibility”</i></p> <p>38 (1)</p>
<p>NOT update electronic communication at any time (i.e. school/class websites, e-newsletters, Google classroom, etc.) unless it is related to health and safety matters. Teachers with administrative responsibilities may use technology for instructional/administrative purposes at their discretion.</p>	<p>s. 38(2)</p> <p>(a)ensure that the public school program and curricula are implemented</p> <p>(d)communicate regularly with the parents/guardians/guardians of the students;</p> <p>(e) ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment</p> <p>(f) ensure that provincial and school board policies are followed;</p> <p>(G) identify the staffing needs of the school</p>	<p>Yes</p>
<p>NOT participate in or lead professional development provided by the Department or Board (other than mandatory First Aid, WHMIS, or OHS training)</p>	<p>s. 38(2) (j) assist the school board in the development and implementation of professional-development programs</p>	<p>Yes</p>
<p>NOT plan, organize, or approve school events</p>	<p>s. 38(2) I ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment;</p>	<p>Yes</p>

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<p>NOT enter electronic data unless related to a safety concern. This includes PowerSchool and TIENET.</p>	<p>s. 38(2) (a) ensure that the public school program and curricula are implemented; (b) keep attendance records respecting every student enrolled at the school and report thereon to the school board, as required by the school board; I take all reasonable steps to secure full and regular attendance at school of the students enrolled in the school in accordance with policies established by the school board; I ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment;</p>	<p>Yes</p>
<p>NOT conduct or attend staff meetings, PLCs, CLTs, grade level, program planning, student success meetings, etc.</p>	<p>s. 38(2) (a) ensure that the public school program and curricula are implemented; (i) evaluate the performance of teachers and other staff of the school</p>	<p>Yes</p>
<p>NOT attend Department or Board meetings</p>	<p>s. 38(2) (q) co-operate with the staff of other departments and agencies of the Government to better meet the needs of the students in the school; (a)ensure that the public school program and curricula are implemented (e) ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment</p>	<p>Yes</p>
<p>NOT supervise or facilitate teacher evaluation</p>	<p>s. 38(2) (i) evaluate the performance of teachers and other staff of the school;</p>	<p>Yes</p>
<p>NOT supervise students during lunchtime unless responding to a safety concern</p>	<p>s. 38(2) (e) ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment;</p>	<p>Yes</p>
<p>NOT meet with Department or Board officials</p>	<p>s. 38(2) (q) co-operate with the staff of other departments and agencies of the Government to better meet the needs of the students in the school</p>	<p>Yes</p>

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NOT take on classroom teachers' duties unless it relates to student safety	s. 38(2) (e) ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment;	No
NOT plan, participate in, supervise or facilitate extracurricular activities. This prohibition includes holiday concerts and travel, whether scheduled during instructional time or not.		No
NOT plan, organize, or participate in fundraising activities		No
NOT collect money	s. 38(2) (f) ensure that provincial and school board policies are followed; (some Boards have School Based Funds Policy)	Yes
NOT participate in SAC or parent group meetings unless required due to an appeal of student discipline	s. 38(2) (k) encourage teachers and other staff of the school, students and parents/guardians/guardians to participate in school decision-making through representation on school advisory councils and committees; (M) assist the school advisory council in the development of school improvement plans and, upon approval by the school board, co-ordinate their implementation (n) assist the school advisory council in the preparation of its annual report	Yes
NOT administer or ask teachers to administer Department or Board mandated assessments.	s. 38(2)(a) ensure that the public school program and curricula are implemented; (f) ensure that provincial and school board policies are followed; (p) account to the school board, through the superintendent, for the performance of the school;	Yes
NOT fill out forms or surveys from the Department or Board unless related to a safety concern.	s. 38(2) (p) account to the school board, through the superintendent, for the performance of the school;	Yes

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	(q) co-operate with the staff of other departments and agencies of the Government to better meet the needs of the students in the school;	
NOT conduct walk-throughs in classrooms for observation of teachers or data gathering	s. 38(2) (i) evaluate the performance of teachers and other staff of the school; (p) account to the school board, through the superintendent, for the performance of the school; (q) co-operate with the staff of other departments and agencies of the Government to better meet the needs of the students in the school;	Yes
NOT participate in building maintenance and operations with Board staff unless related to safety	s. 38(2) (q) co-operate with the staff of other departments and agencies of the Government to better meet the needs of the students in the school;	Yes
NOT use Board/personal cellphone outside of the instructional day unless related to the health and safety of the school community	s. 38(2) (e) ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment;	No

Directives for Non-School Based Members:

NOT arrive at school/site earlier than 20 minutes before instructional/work day begins and leave later than 20 minutes after instructional/work day ends.	There are no 'hours of work' in the Act	
NOT conduct or attend meetings over the lunchtime or after school, except with parents/ guardians as		

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deemed necessary by the member		
NOT communicate on school/work matters except during the instructional/work day		
NOT update electronic communication at any time (i.e. board/school/class websites, e-newsletters, Google classroom, etc.) unless it is related to health and safety matters. <i>Members may use technology for instructional/administrative purposes at their discretion.</i>		
NOT plan, participate in or lead professional development provided by the Department or Board (other than mandatory First Aid, WHMIS, or OHS training)		
NOT plan, organize, or approve school/site events		
NOT enter electronic data unless related to a safety concern. This includes but not limited to, PowerSchool and TIENET.		
NOT conduct or attend staff meetings (i.e. Department, Board, School, etc.)		
NOT supervise or facilitate teacher/administrator evaluation		
NOT meet with Department or Board officials		
NOT take on school-based administrators' or classroom teachers' duties unless it relates to student safety		
NOT plan, participate in, supervise or facilitate extracurricular activities.		

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<p>This prohibition includes holiday concerts, whether scheduled during the instructional time or not. The only exception is previously scheduled out-of-country/out-of-province travel in which the individual member has engaged in a legal contract with financial consequences for cancelling.</p>		
<p>NOT plan, organize, or participate in fundraising activities</p>		
<p>NOT collect money</p>		
<p>NOT participate in SAC or parent group meetings unless required due to an appeal of student discipline</p>		
<p>NOT administer or ask school-based administrators/teachers to administer Department or Board mandated assessments.</p>		
<p>NOT fill out forms or surveys from the Department or Board unless related to a safety concern.</p>		
<p>NOT conduct walk-throughs in schools/classrooms for observation or data gathering</p>		
<p>NOT participate in building maintenance and operations with Board staff unless related to safety</p>		