**TEACHER JOB DESCRIPTION**

**General Purpose**

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

**Main Job Tasks and Responsibilities**

* plan, prepare and deliver instructional activities that facilitate active learning experiences
* develop schemes of work and lesson plans
* establish and communicate clear objectives for all learning activities
* prepare classroom for class activities
* provide a variety of learning materials and resources for use in educational activities
* identify and select different instructional resources and methods to meet students' varying needs
* instruct and monitor students in the use of learning materials and equipment
* use relevant technology to support instruction
* observe and evaluate student's performance and development
* assign and grade class work, homework, tests and assignments
* provide appropriate feedback on work
* encourage and monitor the progress of individual students
* maintain accurate and complete records of students' progress and development
* update all necessary records accurately and completely as required by law, district policies and school regulations
* prepare required reports on students and activities
* manage student behaviour in the classroom by establishing and enforcing rules and procedures
* maintain discipline in accordance with the rules and disciplinary systems of the school
* apply appropriate disciplinary measures where necessary
* perform certain pastoral duties including student support, counselling students with academic problems and providing student encouragement
* participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
* participate in department and school meetings, parent meetings
* communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
* keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

**Education and Experience**

* Bachelors degree or higher from an accredited institution
* Meet professional teacher education requirements of school, district, state
* Single subject teaching credential or certification if teaching a specialized subject
* State certification
* Relevant teaching experience
* Knowledge of relevant technology

**Key Competencies**

* self motivation
* high energy level
* verbal and written communication skills
* attention to detail
* high work standards
* problem solving
* decision making
* organizing and planning
* learning orientation
* critical thinking
* stress tolerance
* flexibility and adaptability
* initiative