

Duties and Responsibilities of a Teacher

1. Knowledge of the Subject

- To have expert knowledge of the subject area
- To pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area

2. Teaching

- To plan and prepare appropriately the assigned courses and lectures
- To conduct assigned classes at the scheduled times
- To demonstrate competence in classroom instruction
- To implement the designated curriculum completely and in due time
- To plan and implement effective classroom management practices
- To design and implement effective strategies to develop self-responsible/independent learners
- To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects
- To engage students in active, hands-on, creative problem-based learning
- To provide opportunities for students to access and use current technology, resources and information to solve problems
- To provide opportunities for students to apply and practice what is learned
- To engage students in creative thinking and integrated or interdisciplinary learning experiences
- To build students' ability to work collaboratively with others
- To adapt instruction/support to students' differences in development, learning styles, strengths and needs
- To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs
- To maintain a safe, orderly environment conducive to learning
- To comply with requirements for the safety and supervision of students inside and outside the classroom

3. Assessment

- To define and communicate learning expectations to students
- To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
- To assign reasonable assignments and homework to students as per school rules
- To evaluate students' performances in an objective, fair and timely manner
- To record and report timely the results of quizzes, assignments, mid- and final semester exams
- To use student assessment data to guide changes in instruction and practice, and to improve student learning

4. Professionalism

- To be punctual and be available in the school during official working hours
- To comply with policies, standards, rules, regulations and procedures of the school
- To prepare and maintain course files

- To take precautions to protect school records, equipment, materials, and facilities
- To participate responsibly in school improvement initiatives
- To attend and participate in faculty meetings and other assigned meetings and activities according to school policy
- To demonstrate timeliness and attendance for assigned responsibilities
- To work collaboratively with other professionals and staff
- To participate in partnerships with other members of the school's community to support student learning and school-related activities
- To demonstrate the ability to perform teaching or other responsibilities, including good work habits, reliability, punctuality and follow-through on commitments
- To provide and accept evaluative feedback in a professional manner
- To create and maintain a positive and safe learning environment
- To carry out any other related duties assigned by the department chairman

5. **Good Behaviour**

- To model honesty, fairness and ethical conduct
- To model a caring attitude and promote positive inter-personal relationships
- To model correct use of language, oral and written
- To foster student self-control, self-discipline and responsibility to others
- To model and promote empathy, compassion and respect for the gender, ethnic, religious, cultural and learning diversity of students
- To demonstrate skill when managing student behaviour, intervening and resolving discipline problems
- To model good social skills, leadership and civic responsibility

6. **Specific Deadlines**

Task	Deadline
Course Specifications	During the first lecture of the course, course specifications should be shared with the students
Class Activity Report	Class activity report must be prepared for each class lecture and placed in the course file
Course File	Course file for each course must be kept updated all the time for periodic review by the Chairman and random checks by the QAD
Attendance	After every 8 weeks of the semester, a copy of the attendance summary sheet must be displayed on notice board and a copy should be placed in the course file.
Quizzes	Within one week of every quiz, a copy of the result must be displayed on notice board and a copy should be placed in the course file. (Note: Quizzes/Assignments should be equally distributed before and after the mid exam).

Assignments	Within one week of receiving every assignment, a copy of the result must be displayed on notice board and a copy should be placed in the course file.
Half yearly Exam	Within one week of the exam, a copy of the result must be displayed on notice board and a copy should be placed in the course file.
Final Attendance Report	A copy of the final student attendance report must be submitted to COE office before the end-semester examination
Setting of half yearly & Annual Papers	All examination papers should be set from within the prescribed course made known to the students by the teacher.
Annual Exam	Within one week of the exam, submit the comprehensive results to the controller of examination along with answer-sheets of half yearly and annual exams.