

Teacher Job Description

Duties and Responsibilities:

- Maintain orderliness in the classroom during lesson
- Ensure that discipline is maintained among the students
- Develop lesson plans and deliver lesson instructions to the students
- Prepare and conduct tests, quizzes, and examinations
- Mark tests, quizzes and examinations, and record in score sheets
- Prepare result sheets based on students' performance
- Monitor and assess the behavior of students
- Provide parents and guardians with useful information about the behavior of their wards
- Inform parents and guardians about the academic performance of their wards
- Teach students how to behave in public
- Assist students with special learning needs
- Attend important teachers meetings and inform parents of such meetings
- Organize and coordinate students during social activities and field trips.

Teacher Requirements – Skills, Knowledge, and Abilities

- Education: A teacher must be educated to a minimum of bachelor's degree in relevant discipline(s). The subject to be taught by a teacher will depend on the candidate's area of specialization. However, for elementary school teachers, degree in early childhood education may be necessary
- Passion: To be a teacher, you must have passion and ability to impart knowledge. You must be able to motivate students to learn, and be patient to see them through
- Communication: To be able to pass information across to students, exceptional communication skill is necessary. A teacher must be able to

explain complex topics in an easy to understand manner. He/she should be a good listener and willing to answer all questions asked by students

- Classroom Management: He/she must be able to coordinate students' activities during lessons by ensuring an orderly and clean environment.