

	MERCY EDUCATIONAL COMPLEX	Issue Date: 22.06.2015
		Issue # 01
	Title: JOB DESCRIPTION FOR TEACHER Reference: JD/03	Revision # 0
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We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job purpose. It is our expectation that each employee will offer his services wherever and whenever necessary to ensure the success of the services that we provide.

Position Title:	Teacher	Title Code:	-
Level/ Grade	-	Employee Name:	-
Job Category:	Teaching Staff	Location:	-
Effective Date:	-	Salary Range:	-
Reports to:	Coordinator/ Principal	Reported by:	N.A
New Position:	<input type="checkbox"/>	Replacement:	<input type="checkbox"/>
		Recruitment:	<input type="checkbox"/>
		Update of Job Description:	<input checked="" type="checkbox"/>

1. Job Purpose:

Job Aim	<i>To ensure that the class is run in a smooth, effective and efficient manner and that the children are taught in line with the vision, aims and values and cording to set standards of Mercy Educational Complex Peshawar.</i>
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2. Main objectives:

- a. The purpose of this job is to teach, train, motivate and assess students of the MEC
- b. To achieve the learning outcomes/ standards set by the school of MEC
- c. To promote team work for better educational environment and character building
- d. To take initiatives for Personal and Professional growth and development

3. Duty and Tasks:

Duties		Frequency
Duty	1- Curriculum Planning	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Coordinate with subject section head/supervisor and provide suggestions for curriculum improvement. 2. Prepare yearly breakup for their relevant subject in consultation with subject section head/supervisor. 3. Assist relevant section head in yearly planning according to relevant subject policy. 4. Plan assembly curriculum with the help of relevant committees. 5. Plan execution of assembly curriculum. 6. Plan summer vacation homework as per relevant subject policies. 7. Plan student's character building activities. 8. Plan Curriculum activity for diverse ability students. 9. Sponsor co-curricular activities such as students' organization, study tours, and academic contests. 	
Duty	2- Plan and Deliver Lessons	<i>Daily</i>
Tasks	<ol style="list-style-type: none"> 1. Prepare lesson plan for individual lessons in accordance with the curriculum and teaching observation checklist. 2. Establish clear objectives for all lessons, units, and projects and communicate those objectives to students' effectively. 3. Select lesson content and appropriate tasks relevant to lesson objectives and learner's styles and abilities. 4. Select teaching methodology according to lesson objectives and learners 	

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	<ol style="list-style-type: none"> 5. Assess students in each lesson 6. Prepare support materials (AV Aids) to reinforce learning 7. Deliver lessons according to published timetables. 8. Encourage research attitude in students. 9. Provide library use guidelines to students for their relevant subjects. 	
Duty	3- Classroom Management	<i>Daily</i>
Tasks	<ol style="list-style-type: none"> 1. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible in and outside the class. 2. Provide frequent and consistent feedback to the students regarding their behaviors and character building. 3. Create a positive learning environment based on mutual respect between teacher and students. 4. Engaging and interacting all the students throughout the lesson. 5. Provide guidance and counseling whenever needed. 	
Duty	4- Teaching Related Administrative Tasks	<i>Daily/Weekly</i>
Tasks	<ol style="list-style-type: none"> 1. Maintain accurate and complete student and class records. 2. Take class attendance daily. 3. Maintain students' Personal Files (Dossiers). 4. Display class time table, classroom rules, co-curricular activities schedules and other relevant material in the class. 	
Duty	5- Student Assessment & Evaluation	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Assign and grade class work and homework (Copy Checking). 2. Prepare, administer and grade tests to evaluate students' progress. 3. Perform invigilation duties as required. 4. Check term and final exam papers as per checking policy of MEC. 5. Compile results, prepare, distribute and collect report cards. 6. Provide guidance on academic and social problems 7. Prepare and implement remedial plan for students requiring extra help. 8. To monitor students progress and to report to section head. 9. Coaching students for terminal Examination 10. Training students on study skills, skimming, scanning 11. Training students on book projecting 12. Training students on how to attempt the paper 	
Duty	6- Communication	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Communicate and inculcate vision and mission to all students. 2. Communicate in target language as per school policy 3. Attend monthly staff meetings actively and effectively. 4. Meet with guardians to discuss their children's progress. 5. Maintain professional attitude in all their relationships 	
Duty	7- Professional Development	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence. 2. Identify the developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge and skills. 3. Continuously search modern teaching methodologies and implement them after discussion with supervisors to enhance the quality of learning 	

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Duty	8- Other Duties	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Manage the houses to develop leadership competencies in students. 2. Perform duties as a substitute teacher as required. 3. Provide guidance and counseling services to students 4. To ensure cleanliness in the classroom in each period 5. To maintain proper attendance register. 6. To ensure that students come in proper uniform and in time. 7. To ensure that lights, doors and window panes are properly maintained of the classroom 8. To identify and report for any misshape or damage of the classroom's furniture etc. 9. To keep records of applications of on-leave students. 10. To follow timetable, text books and Syllabus/SOS. 11. To take steps for the improvement of students hand writing and creative writing. 12. To check and ensure the required stationary with the students. 13. To carry out enrichment activities for slow learners. 14. To take care of writing board, duster, dustbin and furniture. 15. To motivate the students in moral and social values. 16. To develop communication skills of the students. 17. To reflect on the lesson delivery. 	
9 Duty	9- Duties Specific for play group/nursery teachers	<i>As Required</i>
Tasks	<ol style="list-style-type: none"> 1. Prepare materials, classrooms, and other indoor and outdoor spaces to facilitate creative play, learning and motor-skill activities, and safety. 2. Display children's work in classroom. 3. Decorate and maintain classes on annual basis. 	

4. Professional Development:

- a) To take steps for personal growth and development.
- b) To study and sum up the prescribed job oriented Books
- c) To follow National Professional standards for Teacher
- d) To participate in monthly study circle
- e) Participate in training workshops

5. Have Knowledge of:

- a) National professional standards of Teaching ***
- b) for practice, of practice, in Practice ***
- c) Basic Islamic Ideology
- d) Knowledge of instructional Strategies
- e) Knowledge of Educational psychology
- f) Knowledge of Educational philosophy

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6. Required Skills & Capabilities:

- a) Classroom management skills
- b) Dealing with difficult behavior skills
- c) Time management skill
- d) Decision making skill
- e) Instructional skills
- f) Interpersonal skills
- g) Presentation and communication skills

7. Required Attitude

- a) Perform his duties lively & smartly
- b) Regular & punctual
- c) Co-operative and polite
- d) Targets achieving zeal and passion

Specific Requirements ***

S.NO	DOMAINS OF TEACHING	STANDARDS	FOCUS AREAS AND DESCRIPTORS
1	Professional Knowledge	<ol style="list-style-type: none"> a) Know students and how they learn b) Know the content and how to teach it 	Refer to the standards' explanation
2	Professional practice	<ol style="list-style-type: none"> a) Plan and implement for effective teaching and learning b) Create and maintain supportive and safe learning environment c) Assess, provide feedback and report on student learning 	
3	Professional Engagement	<ol style="list-style-type: none"> a) Engage in professional learning b) Engage professionally with colleges 	

Age: 25—45 years (Flexible)

Appearance: Smart, Active & energetic

Health: No history of recurring illness likely to affect smooth performance

Qualification: As required by the institution in its sanctioned scales

Experience: Minimum one year (Preferable but flexible)

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Note:

- A. All or any part of this job description may be revised or changed by the management as the future organizational needs demand.
- B. Any additional task other than JD can be given by the management to any employee
- C. Mercy Educational Complex (MEC) reserve the copy rights of products / documents / services which are produced during the job at MEC and none will have to claim against their intellectual rights.
- D. Any disgusting violation or breach of the rules of MEC, shall render you liable to instant termination even if you:
 - a) Delay the work or failure in the performance of duties or perform unsatisfactory work deliberately.
 - b) Remain absent from duty without prior approval by the management or gross misconduct with other staff
 - c) Involved in any misconduct, inefficiency, negligence etc with respect to performing duties and responsibilities
 - d) Taking part in any procession, agitation, instigation, grouping in staff and students, strike, protest, all illegal activities, non-wanted interference in school management or any misconduct or disobedience of any rules of MEC.

Signature: _____

Name: _____

Mobile# _____

Dated: _____

Counter Sign by Principal: _____