

JOB DESCRIPTION

TITLE	Teacher
DIVISION	UCSI Child Development Center Sdn Bhd
LOCATION	UCSI University, North Wing, Taman Taynton View
REPORTING TO	Direct Reporting line to Manager

DUTIES & RESPONSIBILITIES	<p>The teacher's job is to assure that all students learn the basic and essential skills at each grade level.</p> <p>Responsibilities include :</p> <p>Instructional Process</p> <ul style="list-style-type: none">• Plans and implements a program of instruction that adheres to the district philosophy, goals and objectives as outlined in the adopted course study.• Makes purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.• Plans and implements a program of study designed to meet individual needs of students.• Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.• Encourage student enthusiasm for learning process and the development of good study habits.• Provides progress and interim reports as required.• Prepares substitute folder containing appropriate information as required by the principal.• Plans and prescribes purposeful assignments for paraprofessionals, tutors and volunteers as needed.• Recognizes learning problems and makes referrals as appropriate.• Demonstrates a strong grasp of subject matter.• Uses effective oral and written expression. <p><u>Curriculum Development</u></p> <ul style="list-style-type: none">• Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the Centre's curriculum.• Assists on the ongoing curriculum revision process, including the revision of written courses of study.• Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities. <p><u>Classroom Management</u></p> <ul style="list-style-type: none">• Develops, in accordance with district centre guidelines, reasonable rules of classroom behavior and appropriate techniques that are
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consistently applied.

- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the school day for the supervision of students in all areas of the school.
- Provides for the supervision of assigned students when circumstances require a brief absence from the assignment.

Public Relations

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

Professional Growth

- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Maintains membership in appropriate professional organizations.
- Cooperates with the administration in planning appropriate inservice training programs at a school or at the district level.
- Attends staff, department, and committee meetings as required.

Student Evaluation

- Evaluates accomplishments of students on a regular basis using multiple assessments methods such as teacher made tests, samples of students' works, mastery skills check lists, criterion – referenced tests and norm – referenced tests.
- Makes appropriate adjustments in the instructional program and as required by the principal.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

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EMPLOYEE SPECIFICATIONS & QUALIFICATIONS

- Degree qualification in any equivalent.
- Minimum 2-3 years teaching experience in early childhood education.
- Excellent communication skills.
- Pro-active and self motivated, with the ability to work independently as well as participate within the team.
- Able to work under pressure and meet deadlines, possess a mature attitude and a good team player.
- Strong communication, presentation and interpersonal skills and abilities.