

Personal teaching responsibilities

Professional practices

Following the established professional practices consistent with both school and system policies has been one of my most critical responsibilities when it comes to working with students, students' records, parents, colleagues, and other institutions related to the school. The demonstration of communication and interpersonal skills is a key element of these practices, as well as my availability to students and their parents. Furthermore, my responsibilities include working cooperatively with students, their parents, and the entire school staff. In my position it is important to facilitate home-school communication by all regulated means – conferences, telephoning, and sending written notices. In relation to students' records, a major responsibility has been maintaining confidentiality.

Governing regulations

It is crucial that I comply with all regulations of the Ministry of Education and its agencies, while adhering to the school procedures and rules. Those include conducting the classes I have been assigned, teaching the material for the appropriate grade according to the proposed scheme by the Ministry of Education, and enforcing the regulations concerning student discipline. It is important that I demonstrate timeliness and attendance for all of my assigned responsibilities during all school engagements (classes, school trips, etc.) as well as provide the administration with the necessary information, plans, and materials concerning the classes I am currently teaching. Along with attending and participating in faculty meetings, it has been my responsibility to maintain accurate, complete, and appropriate records as well as file reports promptly.

Teaching practices

Demonstrating professional teaching practices has been one of my most important responsibilities. To model correct use of language, to exhibit up-to-date knowledge of content, to implement the designated curriculum while maintaining lesson plans, to assign reasonable tasks to students, and to take part in professional development opportunities are just a few of the responsibilities I have had in the past years of my teaching career. Along with those, it has been part of my responsibilities to protect school equipment, materials, and facilities, to assume responsibility for supervising students in out-of-class environments, and to demonstrate appropriate personal contact.