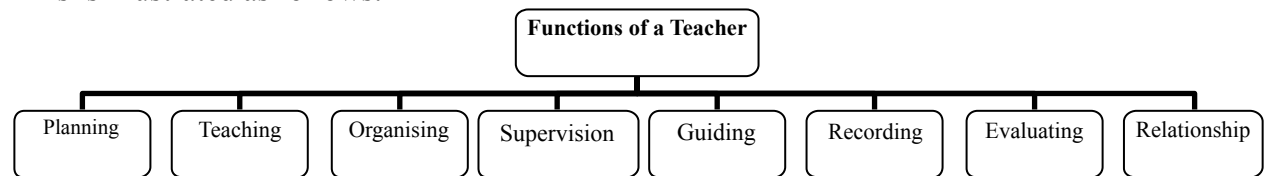


Functions of a Teacher

Duties and responsibilities of a teacher can be categorized as follows:

1. Planning, 2. Teaching, 3. Organizing, 4. Supervising, 5. Guiding, 6. Recording, 7. Evaluating, 8. Maintaining relations.

This is illustrated as follows:



1. **Planning:** Before actual teaching work, a teacher has to plan thoroughly the following:

- a) curriculum as a whole, syllabus in the subjects he teaches, divide the syllabus into units.
- b) plan the use of audio visual and other aids
- c) plan the time-table and class work accordingly
- d) plan all co-curricular activities

2. **Teaching:** Teaching is his first and foremost duty. He is to have thorough knowledge of the subject he teaches. While teaching, he must use latest and appropriate techniques of teaching.

3. **Organising:** A teacher has to organize the following:

- a) various curricular and co-curricular activities
- b) seating arrangements, equipments etc.
- c) library works of the students
- d) instructional work

4. **Supervision:** A teacher has to supervise the regular attendance, regular work, games and other activities of the students. He also has to maintain disciplines and order in the school.

5. **Guiding:** Educational, vocational and personal guidance to the pupils is an essential part of teacher's duty. A teacher has to guide the students in a number of matters like in the proper selection of the subjects leading to whole-some vocations, in their studies and giving guidance to the backward and slow learners etc.

6. **Recording:** A teacher has to keep records of the work of the pupils and of their day to day participation in activities. He also has to keep the admission, attendance and fee realization records of the students.

7. **Evaluation:** He has to evaluate the achievement of the students from time to time, diagnose the weaknesses and identify the strengths of the students.

8. **Maintaining relations:** A teacher has to maintain good relations with pupils, his colleagues, headmaster, students' parents and community.