

My Job Description as Master Teacher

(Duties and Responsibilities)

1. Collect/Consolidate Frequency of Errors and Item Analysis of the periodic test.
2. Analyze pupils’ data and identify the learning goals
3. Conceptualize and craft school assessment and instructional supervisory plans
4. Check and record the lesson plan of the teachers
5. Conduct classroom observation and post conference
6. Attend the school meetings and conferences
7. Assist the teachers in devising appropriate instructional materials to be used in the lesson
8. Review the performance of the teachers as stated in their IPCRF
9. Submit to the office the pertinent documents collected from the teachers including the crafted plans in monitoring and evaluation.
10. Submit lesson plan to the office on time (as agreed date of submission)
11. Submit the MPS result of the periodic exams online
12. Submit the following school forms to the office (if adviser of a class)

* Monthly Absentee Monitoring form
* SF 2
* Report Card
* Form 137
* Quarterly Parents’ Teachers Conference (Minutes of the Meeting and Parents’ Attendance)

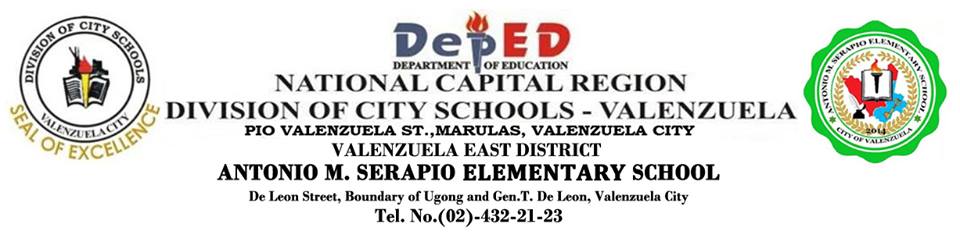
1. Accomplish Daily Time Record on time and submit to grade level coordinator for checking
2. Submit action plan for your other assignment (as BSP coordinator, SDRRMC coordinator) to the office
3. Serve as Demonstration Teacher within the School Year
4. Attend seminars and trainings for professional growth and development
5. Craft Strategic Intervention Materials across grade levels and across the subjects to be used in classroom instructions.
6. Construct an action research that could be helpful to address pupils’ learning needs and contribute in achieving greater learning outcomes.
7. Participate in the school community projects and drives
8. Generate funds and resources for the school.

Conforme:

NOEL CABRITO Noted:

Master Teacher I

RODERICK D. DE LEON Principal



My Job Description as Teacher

(Duties and Responsibilities)

1. Compute the Frequency of Errors and Item Analyse of the periodic test and submit to the designated Master Teacher.
2. Analyze pupils’ data and identify the learning goals
3. Prepare the lesson plan with corresponding instructional materials and submit to the designated Master Teacher
4. Attend the class on time and regularly
5. Attend the school meetings and conferences
6. Devise appropriate instructional materials to be used in the lesson
7. Submit lesson plan to the Master Teacher on time (as agreed date of submission)
8. Submit the MPS result of the periodic exams online
9. Submit the following school forms to the grade level coordinator

* Monthly Absentee Monitoring form
* SF 2
* Report Card
* Form 137
* Quarterly Parents’ Teachers Conference (Minutes of the Meeting and Parents’ Attendance)

1. Accomplish Daily Time Record on time and submit to the grade level coordinator for checking
2. Submit action plan for your other assignment (as BSP/GSP coordinator, SDRRMC, SPA, SPG adviser, subject coordinator, grade level coordinator, reading coordinator) to the office
3. Attend seminars and trainings for professional growth and development
4. Craft Strategic Intervention Materials across grade levels and across the subjects to be used in classroom instructions.
5. Construct an action research that could be helpful to address pupils’ learning needs and contribute in achieving greater learning outcomes.
6. Participate in the school community projects and drives
7. Generate funds and resources for the school.

Conforme:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Noted:

Teacher I

RODERICK D. DE LEON

Principal