

华夏中文学校爱迪生分校

Huaxia Edison Chinese School

华夏爱迪生分校教师职责

- 一、对所在班上所有的学生的安全、学习、纪律，及课堂内的其他一切活动全权负责。校委会和家长会将全力协助，支持老师工作。
- 二、用耐心和爱心教学，尽最大努力教导学生，爱护学生，培养学生的兴趣和对中华文化的热爱。
- 三、认真拟定教学计划，准备课堂教案，批改学生作业，查考学生成绩，以提高教学质量为己任。并组织、帮助学生参与学校的各项活动。
- 四、准确核对本班在册学生名单，若有出入，请报教务处。严禁私自接纳转班生和未注册生。
- 五、每次上课须至少提前五分钟进教室，并最后一个离开。协助维护租用教室内课桌椅及其它物品的完好和整洁。如有特殊情况不能上课，请提前一周请假，以便学校安排代课教师。
- 六、每学期的期中与期末两次考试，须将考卷草案，学生该掌握的内容，提前两周上交教务长，由学校统一审批协调对学生进行考试。
- 七、纪律是保障学习的前提。老师务须控制课堂秩序，严格学风，不使教学环境受到任何干扰或污染。
- 八、依据实际情况，组织、联系本班家长负责人，共同维持课堂纪律，组织学生活动，制作班级通讯录，加强与家长之间的交流。
- 九、认真准备每学期一次的中文课家长教师会议，完整介绍本班的教学情况，认真听取家长的意见和建议，做好与家长的沟通。
- 十、每次上课前，必须签到，查询学校有关通知，努力完成学校布置的每一项任务。
- 十一、积极参加学校举办的教师会议和教学交流活动，家长，教师。包括每年的总校教师大会；每学期的分校教师会议；公开课、听课等活动。

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Huaxia Edison Chinese School Teacher's Duties

1. Take full charge of safety, study, discipline, and any other activities of all students in the classroom. School Administration and Parent Council will fully support a teacher's work.
2. Teach with patience and love, and make best efforts to teach and guide students, care students, and nurture students' learning interest and love of Chinese culture.
3. Diligently plan curriculum, prepare classroom teaching materials, grade students' homework, test students' achievements, and take responsibility to improve teaching quality. Organize and help students to participate in various school activities.
4. Accurately check and verify class rosters of registered students. If any discrepancies are found, please report to School Administration. Acceptance of transfer students or unregistered students without School permission is strictly prohibited.
5. Enter the classroom at least five (5) minutes before class, and be the last to leave the classroom. Help keep the desks, chairs and other items in the rented classroom tidy and in good shape and order. If cannot teach class due to special circumstances, please ask for leave one week in advance in order for the School to arrange a substitute teacher.
6. For the semester midterm and final exams, provide the Academic Dean two (2) weeks in advance with draft exams as well as the contents that students should have grasped, so that the School will review and approve, as well as uniformly coordinate student exams.
7. Discipline rules are a predicate to ensure students' learning. Teachers are advised to control the classroom order, foster rigorous learning culture, and prevent the studying environment from any interferences or disturbances.
8. Based on actual situations, organize and contact class parent representatives to jointly maintain classroom discipline and order, organize student activities, create class contact list, and strengthen communications with parents.
9. Diligently prepare for parent-teacher conferences, which are held once each semester, present detailed teaching progress of the class, carefully listen to opinions and suggestions of parents, and keep good communications with parents.
10. Before each class, must sign in, review teachers' folders, and make efforts to complete every task assigned by the School.
11. Actively participate in teachers' meetings and teaching exchange and discussion activities organized by the School, including the Annual Teachers' Conference organized by the Huaxia Chinese School Headquarter, the Semester Teachers' Conference organized by the Edison branch, as well as open classes, class auditions, and other activities.