TEACHER, THE MANAGER OF MULTI-TASKING

by:
Joy Marie A. Salvador
Teacher III, Duale Elementary School

What is the job description of a teacher? From the RPMS or Results-Based Performance Management System of the Department of Education there are 11 duties and responsibilities that a teacher must do inside her classroom and inside the school, from that list, the overall function of a teacher is to teach and educate students according to the educational needs, abilities and potential of his students entrusted to his care by the parents and by his head.

But a teacher is not only a facilitator of learning; he does many roles not only inside the school but in the entire community. A very effective and efficient teacher of today can do so many works a day aside from his job description. He can do many things simultaneously; he is a multi tasker.

This is the daily work of a teacher: within a day, he is an information provider, in her everyday lesson he makes sure that he is imparting new knowledge to his students, while discussing the lesson he is also a Guidance counsellor; he holds the discipline of the unruly students because he believes that without discipline learning is nothing. He is also a foster parent by showing his support and giving advice to his pupils. He also acts as a manager by keeping her classroom safe and conducive to learning and assigning varied tasks to his pupils to make them more responsible. Aside from keeping and updating her pupil’s records, he also does the secretarial works especially when his School head is asking him to do or submit an urgent report. He has also an ancillary works to do as coordinator of a certain subject which needs an accomplishment report about its activity. Teachers who have skills in writing can be also a writer, those who are computer literate
can be a lay out designer, and teachers who have talent in drawing can be assigned as an illustrator of story books which are used as instructional materials in the school. He serves also as a trainer or coach of pupils who join a contest. Sometimes because of his busy day, when there is a coming contest, he trains and teaches at the same time. He is also a mentor not only of his pupils but also of his fellow workers through serving as a resource speaker in training or simply by helping the beginning teachers understand their field of work and how to be successful in their chosen profession.

A teacher is also a learner, he never stop from learning new things, he updates her knowledge through attending trainings, workshops and seminars that are useful in her profession. Other teachers enrol in graduate studies to upgrade their knowledge as well as their position.

But have you ever understood how he does all these tasks? Good management of different tasks is maybe the secret of it.

References:

https://whatis.techtarget.com/definition/multitasking-in-humans