



GENERAL DUTIES Vocational Sector September 2010

The teacher shall provide learning and developmental activities to students. In this context, his/her main responsibilities are:

- a) to prepare and present courses and lessons within the guidelines of the authorized programs;
- b) to assist the student in determining his/her educational profile in relation to his/her career plans and knowledge;
- c) to assist the student in choosing learning methods and in determining the time to be devoted to each program and to point out to him/her the difficulties which must be overcome in order to achieve each stage;
- d) to follow the student's progress and to ensure the validity of the student's learning process;
- e) to supervise and evaluate experimental projects and workplace internships;
- f) to prepare, administer and correct tests and examinations and to fill out reports inherent to this duty;
- g) to ensure the support necessary for learning activities by participating in the following tasks: arrival and dismissal from class and enrolment of students, identification of problems that must be referred to professionals in personal assistance as well as the organization and supervision of sociocultural activities and, if need be, student supervision;
- h) to look after the equipment used in his/her teaching;
- i) to monitor the late arrivals and absences of his/her students;
- j) to attend meetings related to his/her work;
- k) to perform other duties usually assigned to teaching personnel.