



Teacher's Basic Responsibilities and Duties in Child's Teaching Methods and Assessment of Learning Outcomes

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Abstract: According to the ancient concept, the only function of a teacher was to impart knowledge. The teacher was the repository of knowledge from which he imparted knowledge to the students. The purpose of modern education is not only to acquire knowledge but also to develop a complete personality. So today's teacher's scope of work is very wide. Today's teacher's work is not limited to the classroom. In today's education, students gain knowledge and experience from many different areas of life. That is why he has to help the student in his work like a cooperative friend. He is not only a giver of knowledge but also a friend, philosopher and guide. Seventeenth century educationist Comenius said—'Education is the management of the child's knowledge. As a fish learns to swim, a bird learns to fly, an animal learns to run - it will learn. Froebel, the originator of the Kindergarten Education Plan, called the school a 'child's garden', where the children are the plants and the teacher is the gardener. Madam Montessori also called the teacher in her education system, "the principal".

Keywords: Teacher's Basic Responsibilities, Child's Teachings Methods, Learning Outcomes.

Introduction

Teaching is considered as a noble and humane profession, the teaching-learning process is a very complex task. It is not very easy to transmit the knowledge acquired by the teacher to the students according to the desired standards. For this reason, the teacher should be aware of the responsibility as well as the students should be interested in learning as much as possible. Students who are self-motivated to continuously improve their academic skills develop rapidly. But among those who are not interested in learning, the teacher's role is paramount in creating motivation. Therefore, as the teacher needs to know his own basic responsibilities and duties, he also needs to know the effective method of teaching among the students

To make teaching and learning more effective, current educators believe that teaching should be done keeping in mind the behavioral objectives and learning outcomes of the lesson. It can be expected that the teacher's teaching is going as expected if the students learn the desired results. Every educational institution wants to improve the overall quality of its students through quality teaching. The aim of an ideal educational institution is for them to develop with integrity and character and to adapt themselves efficiently in the competitive world and to display their creativity and innovation in the workplace. To achieve this goal, the institution naturally depends more on the teachers. Therefore, the teacher has to enrich himself by mastering various aspects of education, including training, to improve the quality of himself and students in education. For this purpose, in the discussion article, the basic responsibilities and duties of the teacher, the teaching method of the child and some aspects of determining the learning outcomes have been highlighted.

Basic Responsibilities and Duties of the Teacher: The teacher is the lifeblood of the classroom. The reading process revolves around him. So his responsibilities are many. Some of these responsibilities are personal, some institutional-administrative, some student-centered, and some peer-centered. Some of the basic responsibilities and duties of a teacher are highlighted here-

Personal Responsibilities:

1. The teacher will be punctual. Will attend the institution on time.
2. Undertake training for professional development and apply training received.
3. Modern technology in education such as ICT etc. will acquire expertise.
4. Gain proficiency in taking multimedia classes.
5. Formulate the syllabus and take classes accordingly.
6. Keep all educational and experience certificates on file carefully.
7. Keep your job appointment letter, joining letter, employment letter, transfer order letter, discharge letter, joining letter of the transferred organization, training certificate, change of scale paper, in short, all the continuous records of the job.
8. He will be a student. He will always strive to acquire all kinds of knowledge.
9. He Will work in harmony with everyone in family, social and religious fields.
10. Do not violate the rights of humans and other living beings.

Organization-Administrative Responsibilities:

1. Will perform the duties assigned by the authorities smoothly.
2. Do not leave the workplace and do not remain absent from the workplace without the permission of the authority.
3. For any leave including casual leave, inform the authority in advance and get the leave granted.
4. Tell the head of the organization about your needs and advantages and disadvantages related to the institution.
5. Maintain good relations with the head of the organization, management board and higher authorities. If there is moral pollution for any reason, try to settle it.
6. Complete all work related to salary bill on time and accept it on time.
7. In case of external attendance, sign it on time and in case of digital attendance, type it.
8. Administrative authorities will follow the instructions when given.
9. Follow the instructions of the Directorate of Secondary and Higher Education and the Board of Education.
10. If he is asked to fill any documents from the office, he will fill them as usual.

Student-centric Responsibilities:

1. Attend the classroom on time as per the class routine and complete the class activities on time.
2. Present the names of the students.
3. Write the name, address and mobile number of students in the diary.
4. Write down the lesson in your diary. So that while teaching, students should not be asked where to read and teaching should not be done without prior preparation.
5. Learner-centered teaching based on knowledge gained from Bed /M.Ed training. So that students are always active in their learning.
6. Evaluate whether learning outcomes are being achieved.
7. Make sure that his classes are enjoyable and not mechanical.
8. Learn strategies to master lessons.
9. Students should not harbor hatred towards anyone and favor towards anyone.
10. Prepare exam results by evaluating exam answer sheets on time.
11. He will remain impersonal during the assessment. Do not give less or more marks to anyone.
12. Learn strategies to score well in exams.
13. Have a positive attitude towards students, not a negative one.
14. Do not punish students physically or mentally for misbehavior or not being able to study. Try to make amends with love.
15. Ask him questions to increase students' curiosity and he will try to answer them.
16. Encourage them to use dictionaries to learn different languages.
17. Will strive to develop students' knowledge, skills, attitudes.
18. Create motivation among students.
19. Give them proper advice and guidance in reading.
20. Help them acquire professional skills.

Peer-centric Responsibilities:

1. Show respect to seniors, affection to juniors and love to peers.
2. Treat them like brothers.
3. Take their advice to acquire expertise and skills in teaching and learning.
4. Maintain goodwill with other officers and employees of the organization.
5. Will sympathize with everyone's happiness and sorrow and will cooperate as much as possible.
6. Everyone in the organization will be a family.

If the teacher fulfills these responsibilities to the best of his ability then he will be recognized as an acceptable and beloved person among teachers, students and society. Students and educational institutions will be benefited by him

Child Teaching Methodology: Any teaching-learning program directly involves curriculum/textbook, class syllabus, lesson notes as well as indirectly requires curriculum and lesson planning. The issues are equally related to the teaching and learning activities of the child. These issues are summarized below--

Child Tutoring: Child tutoring is another name for teaching-learning activities of children. Psychologists and educators have done, are doing, and will continue to do a lot of research on how to teach children, how to teach effectively. In this case, the names of Rousseau, Pestalozzi, Froebel, Herbert, Montessori etc. are significant. They are all westerners. We borrow their educational principles and introduce them in our own country. But there is a need for research and innovation by the children of this soil in the light of religion, needs, requirements etc. Yes, their approach can be taken. But we have to do the main work in our own way.

However, the books we teach to the children in age and class categories are written by government textbook boards or organizations/individuals. As a teacher, teachers are freed from the responsibility of book selection. But the class teacher has to do the teaching. As we know, teaching and learning is a collective work or team work. Teachers and students are directly involved with it and parents, society and government

are indirectly involved. Students deposit with teachers. It is their responsibility to develop them as worthy human beings.

Making Notes: Making notes is a part of the child teaching process. A teacher has about 5-6 classes per day. Outside of class, he has to look at class tests, assessments and homework. He also has personal, family and social work. So it is difficult for him to annotate every subject. For this he will keep a diary or notebook. Keep necessary notes on it. It will mention- 1. Date 2. Class+ Subject. 3. Learning outcomes 4. Materials 5. Evaluation Questions 6. Practical/ Demonstration work (if any). According to the textbook, teachers and students have to do something constantly. For example, whatever the class, the teacher will prepare for teaching. Students will also be strongly urged to take advance preparation. Past lessons will be written in teacher and student diaries. Prepare for the next lesson accordingly.

In order to understand the students, the teacher should read the text several times before teaching to understand the incomprehensible part well. Determine the required learning materials, learning activities and learning outcomes and formulate some evaluation questions.

He will be sure to complete the lessons within the stipulated time through the notes. Homework such as handwriting, composition, creative questions etc. must be assigned to the children. In this, children will get used to writing and constructive work. Their handwriting will be beautiful and spelling will be clean. If the student also takes the preparation of the next class in advance, he will understand a lot of the text on his own. He will become respectful of his abilities. During the teacher's teaching, he will try to understand what the teacher says where he does not understand. If you understand, no more questions are needed. Or you can find out by asking questions. Thus his reading will be complete. The teacher will conduct the class activities according to the lesson notes prepared by him.

Syllabus is basically learning plan. It consists of a summary or complete outline of the subjects taught at a particular level of education (primary, secondary, higher secondary etc.). It is formulated in a special process in the light of national philosophy, state policy, national and global needs and the needs of the beneficiary population. Curriculum is usually prescribed by official textbook boards. However, special education organizations and even individuals can and do design curricula. Curriculum is a comprehensive subject. Table of Contents is a part of it. A syllabus is a detailed description or list of what subjects will be taught in a particular subject in a class. Its English equivalent is Syllabus.

The syllabus contains learning aims, objectives, each chapter of class-based subjects and general and behavioral objectives of the lesson. It also includes specification of achievable learning outcomes and assessment strategies. The curriculum also describes what knowledge, skills and attitudes students will acquire. A teacher can teach according to the curriculum by knowing the behavioral objectives and learning outcomes of his/her lessons and can check the quality of teaching through evaluation or feedback.

Assessment of Learning Outcomes: Learning outcomes are closely related to teaching and learning. Whereas the teacher wants to transmit the learning to his students through teaching

Identification of learning outcomes: Learning outcomes are clear descriptions predetermined by the teacher or someone else based on that lesson about what knowledge, skills, and attitudes students will acquire at the end of a lesson. (Attitude is how you look at life) The teacher wants to impart some specific subject mastery to the students through teaching. At the end of conducting the learning program, it can be seen that all or most of the students have achieved the desired proficiency in that subject. The description of this skill is the learning outcome. Various objectives and learning outcomes are developed considering the intellectual, emotional and psychophysical aspects of a student. Learning outcomes will be SMART. Specific, Measurable, Achievable, Realistic and Timing. Learning activities revolve around these learning outcomes.

Assessment method:

- 1.Many textbooks these days have learning outcomes written at the beginning.
- 2.If not written, the teacher will assess the learning outcomes of the text section.
- 3.He/she will read the lesson plan well as per the timed lesson plan or syllabus.
4. In light of the content and skills of the lesson, identify what learning abilities or skills the students have and write the learning outcomes in the future tense. The verbs used must be specific, observable and measurable. For example, at the end of this lesson, students from their reading-
 - can say
 - Can do
 - Can show
 - Can read
 - Can write
 - Can identify the cause
 - Can explain
 - Can give an example
 - Can identify similarities and differences
 - Can compare
 - You can figure out the formula
 - Can distinguish
 - Can analyze
 - Can synthesize
 - Can evaluate
 - Can give opinion or decision
 - Can determine accuracy etc.

The teacher will write the learning result by adding verbs.

5. Learning outcomes cannot be written in language or verbs that are not specific, observable and measurable or evaluable. For example, at the end of this lesson, the students will know, understand, achieve, learn, gain knowledge, gain ideas, etc. from the part they have read. Because the presence of these actions is within the heart. They are not publishable. Neither observable nor measurable.
6. Learning outcomes will be verifiable through questions on knowledge, understanding, application and higher skills (analysis, synthesis and evaluation) at the end of the learning activities.
7. A good response from the students in the verification or feedback will indicate that the teaching has been done well. But if most of the students can't answer, then it must be understood that the teaching was not good and the assessment of learning outcomes was not appropriate or the class environment is good; Students were not attentive. The teacher should be careful in this direction.

Conclusion: It is very important for a teacher to understand the basic responsibilities and duties of a teacher, teaching method of child and assessment of learning outcomes. Everything has been discussed in this article. From the above discussion, it is undeniable that, even though the various responsibilities of education have increased, in the daily work of learning, the work of the teacher in teaching is definitely important.

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