**Human Resource Management**

**Name:** *Aqsa Imran*

**Arid no.:** *20-arid-317*

**Bscs-5A**

**Assignment #2**

**Question no 1:**

*Analyze the job of a teacher using a structured questionnaire method covering the following elements:*

*Make a list of all duties of a teacher.*

*Make a list of matching skills, knowledge, education level, experience.*

*Take data from at least 3 teachers of your university/some other university.*

*Analyze that data in a graphical manner (Pie chart/Bar chart).*

*Write down a job description and job specification based on the analysis of the Pie chart/Bar chart.*

**Answer:**

***Duties of a teacher***

* *Punctuality*
* *Politeness*
* *Good behavior*
* *Professionalism*
* *Assessment*
* *Knowledge of the subject*
* *Teach properly*
* *Specific deadlines (quiz, assignment, attendance etcetera)*

***List of matching skills, educational level, experience, knowledge***

***Skills:***

*For a teacher, there should be an effective* ***communication skill*** *between teacher and the student. A good teacher has a good communication skill to be frequently connect to their students. Teacher should be a* ***critical thinker****. He/she should be aware of the student behavior; he/she should define his/her classroom rules & regulations, support students appropriately. Teacher should also be in an* ***organize manner****. He/she should give the student a proper deadline for every assignment and quiz. Make student organized. Make proper schedule for all the students. Teacher should have a* ***creative mindset****. He/she should make student confident. Willing to try new things to student. Create a good sense in student. A teacher also need to show* ***patience****. He/she should be able to handle difficult situations with patience. Understand the student. Teacher should have* ***technical skill****. So that he/she is able to teach the subject they are teaching, they should know about their subject in depth.*

***Learning experience****refers to any interaction, course, program, or other experience in which learning takes place, whether it occurs in traditional academic settings (schools, classrooms) or nontraditional settings (outside-of-school locations, outdoor environments), or whether it includes traditional educational interactions (students learning from teachers and professors) or nontraditional interactions (students learning through games and interactive software applications).*

*Because students may learn in a wide variety of settings and ways, the term is often used as a more accurate, preferred, or inclusive alternative to terms such as course, for example, that have more limited or conventional connotations. Learning experience may also be used to underscore or reinforce the goal of an educational interaction—learning—rather than its location (school, classroom) or format (course, program), for example.*

*The growing use of the term learning experience by educators and others reflects larger pedagogical and technological shifts that have occurred in the design and delivery of education to students, and it most likely represents an attempt to update conceptions of how, when, and where learning does and can take place. For example, new technologies have dramatically multiplied and diversified the ways in which students can learn from and interact with educators,*

**Knowledge:**

*It is essential for teachers to have a strong grasp of the material they are teaching. Elementary school teachers must have content mastery in basic math, literacy, social studies and science. High school teachers, who usually specialize in only one or two subject areas, must have a thorough knowledge and understanding of their area of specialty. Teachers also need to know how children learn. They need to know the expectations in development for children of different ages. Skills of a teacher also include proficiency in teaching strategies and disciplinary techniques*.

***PIE chart:***

*experience*

*Educational* level

*skill*

*knowledge*

**Job specification:**

*The teacher from which I collected the data are:*

*Sir Muhammad Sami*

*He has 10 years of teaching experience, he started teaching after his matriculation. He said that, “we always learn new things while teaching, it also enhances our knowledge.”*

*He added that for the professional teaching knowledge is needed. Skills are gotten from going to the field and work on it.*

**Job description:**

*The description of the job for teaching is: we need better qualification, a person who is responsible enough to handle all students with all the situations. If a person is qualified and he has no manner to treat a student, he isn’t eligible for the teaching job. From the above pie chart, we can clearly see that for the teaching job we must need knowledge about the subjects our concept. Other than that we need skills to control the students with a great mindset, and humbleness.*