**ROLES OF A CLASS TEACHER**

1. Manager, planner, overseer and implementer of all school programs in a class.
2. Teaches the subject(s) allocated and all other responsibilities of a teacher.
3. The immediate Supervisor of all teaching/learning and other activities of a given class.
4. Must ensure whoever is assigned to that class fulfills obligations and all duties allocated.
5. Allocates specific duties to co-teachers in a class to ensure efficiency and effectiveness.
6. On a daily basis must report all missing Eagles and Eaglets to the Dos.
7. In-charge of security, health, smartness, discipline learners and in the assigned class.
8. Must report all sick Eaglets to the School Nurse and ensure due attention given.
9. Takes accurate records of attendance at 8am and gives it to the Teacher on duty.
10. Writes reports and other forms of assessing performance of leaners in a class.
11. Passing on official Communications **(approved by the Admin.)** to parents and pupils.
12. Reports to the Dos concerning issues pertaining the class, learners and staff.
13. Must always ensure all Eaglets present are cleared by the accounts office.
14. Reports leaners not collected by parents at the required time (Day scholars) to the T.O.D.
15. The immediate supervisor, guide to all learners, and staff in that class.
16. Co-ordinates with TODs, HODs, and other leaders for the class betterment.
17. Directly in charge of the talent moment and coordinates with the Head of MDD for its betterment.
18. Manages and requests the administration for items needed by the class.
19. Any other official duty that is directly linked to the class or may be assigned by the higher authority.