Management Studies Organization

Administration and Finance Directorate

Admin and Human Resource Department

COMPUTER TRAINER

Report to: Project Field Coordinator

An employee is required to perform the following duties and responsibilities in accordance with the principles, rules and mission of the Institute in pursuit of his or her duties:

Details of Responsibilities:

1) Teaching computer programs.
2) Create a positive learning environment for students to learn.
3) Achieve the educational, behavioral and functional goals of the students.
4) Provide annual, monthly and daily plan and syllabuses as needed during the project.
5) Provide syllabus materials and chapters according to the students' needs.
6) All classes should be scheduled regularly and follow them accordingly.
7) Recording of all activities such as (students' scores, activities, attendance, progressive and all related documents).
8) Maintaining computer lap systems and check programing and power system regularly.
9) Organizing and planning motivational activities and programs to facilitate students' learning.
10) Presenting high quality training through different and interesting methods and activities in accordance to standards and Afghanistan Education Ministry.
11) Assessing and evaluating of student sustainability based on activities and syllabus conducted daily, weekly and monthly by using various evaluating ways.
12) Provide appropriate ethical and behavioral environment in which all students feel comfortable, safe, with a spirit of teamwork and partnership to provide them the opportunity to improve.
13) Conducting meeting with the parents of the students to share their students' strengthens, interest, academic achievement and weakness.
14) Improving and upgrading the skills and knowledge in teaching by attending workshops, seminars and training and finding the most effective methods to activate students' learning potential.
15) Monthly and event reports, need list, material distribution list, students' attendance and all other documents should be submitted to office on time according to regular schedule.
16) If necessary, changes in curriculum, schedules, number of students (dismissal and inclusion) and project-related issues should be informed and coordinated with the field coordinator before implementation.
17) Implement other programs and activities determined by the Institute to achieve project goals.

Name: …………………………………………………………………

Date: ....

Signature: ....