PUNJAB PUBLIC SERVICE COMMISSION

LDA PLAZA- EGERTON ROAD, NEAR AWAN-E- IQBAL, LAHORE

JOB DESCRIPTION FOR COMPUTER INSTRUCTOR (BS-17)

The Post Main Responsibilities and Tasks

1. Maintain regularity and punctuality in attending the school, classes, curricular and co-curricular activities.
2. Complete the curriculum within the specified time.
3. Assess the learning abilities of every child and impart additional instructions, if required.
4. Try for all round development of the child.
5. Build up child's knowledge, potentiality and talent.
6. Adopt learning through activities, discovery and exploration in a child-friendly and child-centered manner.
7. Keep the child free of fear, trauma and anxiety and help the child to express his views freely.
8. Hold regular meetings with parents and share with them the relevant information about the child.

Occasional Tasks and Responsibilities

Any other assignment assigned by the Principal / Authority