

## MODERN TEACHERS ARE REQUIRED TO BE SKILLED AND EXPERIENCED

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**Annotation:** *Teacher skills are those necessary for creating lesson plans, instructing students, working with administrators and interacting with parents. Some of these skills may be innate to the teacher’s personality, but teachers may learn some as a result of formal education or on-the-job experience. With these skills, teachers learn to work with children to develop their knowledge and critical thinking. Listing your best skills on your resume can set you apart from other candidates and potentially earn you a teaching position. Teachers may also perform a range of administrative tasks as part of their job. They often have to facilitate smooth communication between the school and its students, the school and parents and sometimes, even between students and parents.*

**Key words:** *skill requirement, critical thinking, patience, unique abilities, communication, organization, imaginative thinking, leadership, teamwork, time management, computer skills, conflict resolution*

Teaching is one of the most rewarding and noble professions in the world as you are directly shaping the minds of our youth and influencing their growth. Many students see their teachers for more hours in a day than they see their parents. This puts great responsibility on teachers to raise the next generation of future leaders.

Being a teacher is a demanding job as you have to juggle various tasks and use different skills to do your job well. A teacher is constantly learning along with their students and should always be seeking to expand and improve their skills in different areas. We’ve all had great teachers in our lives, so what makes them so great?

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Here is a list of the ten most common and relevant professional skills for teachers to add to their resumes:

### CRITICAL THINKING

With strong critical thinking skills, teachers are able to consider the best interests of the students while also working within their institution's goals and standards. Teachers of primary and secondary schools must also remain aware of parents' expectations for learning and discipline and ensure that the classroom is a safe and nurturing environment.

For instance, a middle-school English teacher with well-developed critical thinking skills would consider the themes of a story before deciding if it's appropriate for their class. When teaching post-secondary education in colleges or universities, instructors must consider the best ways to keep students engaged with the course material. A college English teacher might enjoy Victorian-era novels, but students may appreciate something more contemporary.

### **PATIENCE**

Teachers of all levels should know their classrooms will represent a variety of cultural backgrounds, learning styles and intellectual abilities. Dedicated students will likely contribute more to class discussion and be more easygoing, but many students might present other challenges like turning in work late or causing behavioral disruptions. Teachers should be patient and help maintain a balance between their own expectations and each student's unique abilities. For instance, if a student struggles with learning multiplication tables, a patient teacher might work with the student after class or extend the due date for homework.

### **COMMUNICATION**

Teachers communicate in a variety of ways, including verbal and written. Strong verbal communication means that teachers make their lesson material and expectations clear. They will present concepts in a way that students can understand. Teachers exhibit written communication skills when they give feedback on assignments and write progress reports for parents.

### **ORGANIZATION**

Primary and secondary public school teachers often have 30 or more students in a classroom. To be effective, teachers must be able to manage their materials and students' assignments well. A well-organized classroom will have books and technology in places where students won't be distracted during lessons. Teachers with strong organizational skills will have pens, whiteboard markers, extra paper and other materials in an easily accessible place.

Teachers use organization skills to keep different classes' assignments separate to ensure a smooth grading process. For example, a high school teacher with six class periods will need organizational skills to separate first-period assignments from fourth-period assignments, and so on.

### **IMAGINATIVE THINKING**

Teachers use their imagination in a variety of ways. Teachers of younger students might learn to incorporate singing or creative arts into their classrooms to stimulate learning. Secondary or post-secondary educators may use more current media, such as film or television, to illustrate recent forms of similar themes.

Teaching requires a certain amount of imagination to create lesson plans that will educate and inspire students.

### **LEADERSHIP**

Teachers need leadership skills inside and outside of the classroom. Modeling behavior for students can be key to developing a dedication to learning and general responsibility in life. Leadership is also important when interacting with teachers and school administrators. To show strong leadership skills, teachers may accept additional duties like coaching a sports team or directing a special interest club, like chess or drama. Teachers with heightened leadership abilities may be more likely to advance to senior positions like principal or superintendent.

### **TEAMWORK**

Similar to leadership, teamwork helps teachers interact kindly and effectively with other school personnel. Teachers frequently have planning meetings to come up with the best curriculum and classroom practices for students. In these meetings, teachers with strong teamwork abilities can accept input from others, even if they have differing opinions.

For example, if a middle school science teacher wants to teach introductory physics, they will consider the input of others on their team to decide if the topic is appropriate for that age group. Teamwork will help teachers use other personnel as resources for their students. Teachers with strong teamwork skills can collaborate with guidance counselors, school nurses or psychologists to help students in need.

### **TIME MANAGEMENT**

Teaching is a job that often requires working from home. Teachers need evenings and weekends to plan lessons, grade papers and occasionally shop for classroom materials. To maintain a healthy work-life balance, teachers will need to utilize time management skills. Some strategies may include setting aside certain hours of the day for relaxation, exercise or other personal activities.

It will likely also benefit teachers to set a timeframe for having papers, tests and other assignments graded and returned to students. Teachers, for instance, may set a personal goal of returning grades within one week of receiving the submission. When working on grades, it may benefit teachers to set a time and work for specified lengths of time to avoid distractions.

### **COMPUTER SKILLS**

As classrooms continue to incorporate technology, computer skills are becoming more important for teachers to have. Besides tracking grades, educators may use computers to formulate lesson plans, worksheets, study guides, tests and other deliverables. Teachers also use digital media in the classroom, including online videos and interactive exercises to make their material more engaging. For teachers of older students, computers may be necessary to help direct research in online libraries and databases. Educators also frequently communicate with parents and school personnel digitally, so they must be comfortable sending and receiving emails.

## CONFLICT RESOLUTION

Part of a teacher's responsibilities includes being able to manage disagreements in a classroom. Teachers of younger children might encounter conflicts over sharing resources like books, games or toys. In post-secondary classrooms, students may have conflicts over more personal matters like relationships. A teacher with well-developed conflict resolution abilities will display patience and active listening to consider each viewpoint and come to a compromise. This skill will likely also be useful if disagreements arise between the teacher and the student's parents or guardians.

Nowadays teachers have to make use of desktop PCs, laptop PCs and even mobile devices like tablets while carrying out their core duties. Also these professionals must be knowledgeable of computer related technologies. Evidently, Information Communication Technology, or ICT, is changing the way students learn and teachers work. Here are five ICT skills for teachers to be able to prepare today's students for tomorrow.

### 1. Basic computer literacy

You don't need to be a computer geek, but you do need to be able to use basic programs (at the very least, Microsoft's Word, Outlook and PowerPoint). The good news is that most computer programs share common features and icons, which means skills learnt in one program are usually transferable.

### 2. The ability to back-up

Computers are the filing cabinets of the 21st century, and most lesson plans, resources and reports are now created, shared and saved on computers. If you don't want to lose your work, you need to know how to back-up your files.

### 3. Experience of online project work

Most teachers as students to take part in group work at some point, but how often do teachers do this type of work themselves? If you want to be able to really help your students, get involved in some projects that are run online – either in or outside of school. Your experiences will stand your students in good stead.

### 4. The ability to nurture creativity – and mark it

Most white collar companies want creative employees. With easy programs for word processing, film and photo editing, music creation and drawing (to name just a few) computers enable people create like they never have before, so you need to create assignments that encourage to think in new ways. At the very least, you need to be able to download and review the films, music, podcasts and 3D drawing they create.

### 5. Social networking skills

Whether you use Facebook or not isn't important, but you need to have a basic understanding of how online networks work and the netiquette involved. Your students will be chatting online, writing blogs and sending tweets, and you need to be ready if they ask for guidance.

Teachers require a variety of skill sets for creating lesson plans, instructing

students, working with administrators and interacting with parents. While some of these skills and qualities like patience and leadership are inherent to individuals, you can develop most of them through practice and training. Teachers use their skills to create a conducive learning environment that facilitates the development of their students. While formal training and education prepare a teacher for their job role, on-the-job training is crucial for their personal development.

Teachers may also perform a range of administrative tasks as part of their job. They often have to facilitate smooth communication between the school and its students, the school and parents and sometimes, even between students and parents.

Teachers play a key role in encouraging kids to be flexible in their perceptions, thoughts and conclusions about the world and to generalize this flexibility to being able to empathize with their peers' points of view during conflict situations.

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