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Teachers Use Business Skills!



Newsletter Date
Right Here, Right Now

What it Takes, What is Needed

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A wide range of different skills are associated with the teaching profession. This ranges from organization, planning and time management to communication, coaching and mentoring.

Being a successful teacher requires many qualities that are valued in the professional arena.

Teachers need to have great attention to detail, be patient, organized, work with different people and different learning styles, communicate instructions clearly, understand what it takes to help others be successful, etc. Teachers are self-motivating, self-disciplined, take initiative, are creative, can focus, are meticulous, have stamina, are independent and have a sense of humor.

Teachers:

- ✓ Are patient and approachable.
- ✓ Understand the value of active listening.
- ✓ Consistently bring a positive and cheerful attitude from home to the workplace.
- ✓ Develop a strong rapport with co-workers, students and parents.
- ✓ Have an office with an open door policy.
- ✓ Are sensitive and open to personal needs.
- ✓ Conduct parent-teacher and student-teacher interviews.
- ✓ Are administrative and able to plan and budget time and money.
- ✓ Promote initiative, leadership and teamwork.

Teacher Attributes/ Abilities:

- ✓ Learn quickly
- ✓ Synthesizing information
- ✓ Problem Solving
- ✓ Dealing with complexity, ambiguity and uncertainty
- ✓ Leadership/managerial
- ✓ People skills, the ability to motivate and evaluate



"People go to school to study, work, and produce – just like in an adult workplace. School is where people go to acquire knowledge, learn skills, and develop values that will make them productive citizens and help them grow to their fullest potential as human beings."

Special points of interest:

- ✓ Transferable Skills
- ✓ Technology Driven
- ✓ Strong Work Ethic
- ✓ Initiative
- ✓ Task Driven
- ✓ Versatile
- ✓ Talented
- ✓ Motivated
- ✓ Creative
- ✓ Diligent
- ✓ Reliable

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Transferable Skills at Your Service

Luckily, teachers have some of the most sought-after skills necessary in today's high-demanding workforce. They have the ability to get things done, common sense, integrity, dependability, initiative, well-developed work hab-

its, interpersonal skills, enthusiasm, motivation to achieve, adaptability, intelligence, oral-communication skills, and problem-solving skills. The most common transferable skills found in a teacher seeking transition

back into the workforce are: budget management, supervising, public relations, coping with deadline pressure, negotiating, speaking, writing, organizing, interviewing, and well... teaching.

Organization

Planning and organizational skills that are utilized as a teacher prove to be quite beneficial. These skills are applied in positions that require project planning, corporate strategizing and business planning.

These skills are also useful in jobs including office management, career counseling, corporate consulting, program development and high-level executive administrative positions.

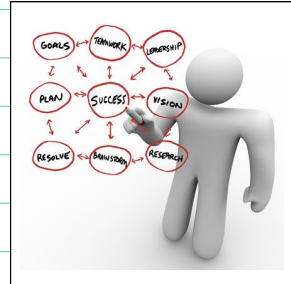
Teachers must juggle curriculum and lesson planning, manage classroom supplies and equipment, and manage their time well, both within the classroom during

a lesson, and in the office.

With material development and a myriad of other tasks, teachers are masters of organization.

A teacher is expected to be an Information Provider, Assessor, Administrator and Facilitator. The Information Provider lectures the students on a particular subject through lessons that build on students' prior knowledge and moves them toward a deeper understanding of the subject at hand. The Assessor must assess

each student's growth and mastery of the lesson objectives. This assessment can happen informally through classroom observation or through formal methods like quizzes and tests.



"Success is the maximum utilization of the ability that you have."

The Administrator takes care of most work behind the scenes but also with attendance, announcements, and distributing and collecting papers. The Facilitator leads, engages and inspires students to take a lead in their own learning.

Communication

The communication skills and attention to detail that a teacher utilizes can be applied to a variety of professional endeavors including marketing, public relations and other journalistic fields that require the use of grammar, editing and writing skills.

Teaching is all about effective communication, not just in the classroom, but also with co-teachers and support personnel,

administration and parents.

Clearly presenting information to be learned and persuading students to listen is only part of this skill area - teachers smoothly resolve conflicts, both large and small, and support their peers on a daily basis.

Major examples of teacher communication include; writing lesson plans, reports and school blogs, editing student projects and es-

says, being a clear and effective speaker and being available for student and parent conferences.



Management/Leadership

Working as a teacher requires exceptional classroom management and time management skills. These are transferable into positions including management and supervisory roles, as well as jobs that require coordination of group activities.



Teachers inspire and lead their students, continuously guiding student development and objectively assessing their performance. They set goals and review progress, motivate students and resolve problems.

Often, teachers are mentors and supervisors, both to their students and to their co-teachers, especially if: Leading a team in a particular subject area, Coaching on the value of teamwork, Teaching and promoting safety, nutrition and physical health, Being an open-minded listener, Being able to adapt easily, Being an experienced negotiator, and being an expert at task allocation.

Multitasking

Teachers are the real masters of multitasking. The average classroom teacher will make 500+ educational decisions every school day. In a 6-hour school day, that is more than 4 decisions every minute.

Teachers are required to juggle multiple tasks and responsibilities simultaneously. The main skills listed in job advertisements for management positions are also used extensively in traditional classroom teaching. These skills are valuable in industries that require the ability to effectively multitask, such as office administration, human resources man-

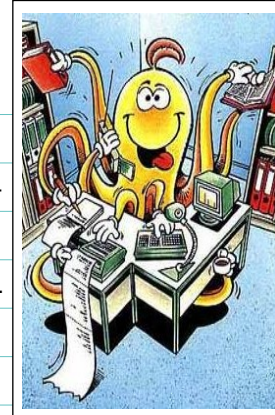
agement and sales management.

Four successes to surviving in a multitasking environment are:

✓Organization- Create procedures for everything in the classroom from sharpening a pencil and taking attendance to having things for early finishers to do.

✓Preparation- Activities are prepared, copies are made and all of the daily activities will be completed in the allotted amount of time.

✓Anticipation- By anticipating questions, you can have different



ways of answering the questions “on deck” rather than being surprised. Teachers are also extremely flexible and are constantly challenged with situations involving adaptation and versatility.

✓Delegation- Students love the opportunity to be selected to help the teacher with an important task or to aid other students in a peer-teaching situation.

Marketing/Presentation

Making lessons appealing to all students is a form of marketing. Students need to be motivated in order to learn, and teachers choose the form of motivation that works best for each student.

Encouraging parents to participate in school activities is another marketing area of teaching, and teachers must also represent, support and market their school in the surrounding community.

By creating school-wide videos, including school events and classroom lessons, I successfully promote, involve and connect the school and its 5 communities through the use of public relations by broadcasting this media on cable television and uploading video files to the internet.

Teachers are used to dressing appropriately, being punctual, having materials properly pre-

pared, setting up and using technical equipment, and presenting their material professionally, all without stumbling. Their students would eat them alive otherwise!

Both in teaching and in business, it is important to present yourself and your materials professionally.

“Successful people prepare themselves daily for their work. That is why they are successful.”

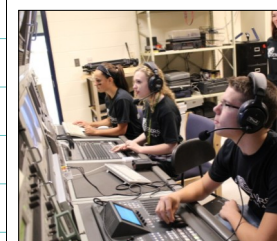
Other Skills Worth Mentioning

Teachers have many valuable skills. Here are a few more that are certainly worth mentioning: Technology, Stress Management, Physical Demands, Creativity and Personal Productivity.

✓Technology: Able to learn and use new software, apps, gadgets and tools, necessary in today’s “age of information.”

✓Stress Management: Able to learn and transfer new skills and techniques, great for problem solving and team building.

✓Physical Demands: Able to deal with the physical demands of any job or situation.



“Where the spirit does not work with the hand there is no art “
- Leonardo da Vinci

✓Creativity: Able to learn and transfer new skills and techniques, great for problem solving and team building.

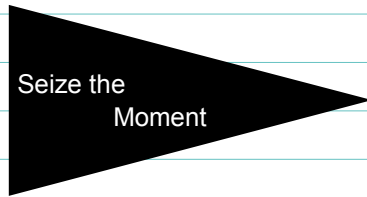
Personal Productivity: Able to learn and manage all resources effectively, set and reach personal, school, district and state-wide goals.



Versatility

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Integrate Ideas

When first learning to become a teacher, in a short period of time, one needs to have the amazing ability to be a quick learner. The new teacher has potential and the initiative to solve problems, be resourceful, handle difficult people, and adapt to a new environment.

“Seize the Moment: Life is a series of opportunities. Most opportunities come only once in a lifetime. An opportunity is a moving target, and the bigger the target, the faster it moves. Opportunities always come in when the doors are left open for them. Research shows that if you do not use an idea or an opportunity within three days, you will never use it. And if you use it within 24 hours, you are more likely to integrate it permanently.”



Did You Know? Teachers Can...

✓ Resolve and prevent conflict in the classroom, minimizing classroom disruptions, foster a positive learning environment, support co-teachers, dealing with aggressive parents and problem students.

✓ Design assessments, meet curriculum requirements, track progress and assess performances.

✓ Persuade students to participate, design and craft the school's website and promotional materials.

✓ Integrate technology in the classroom, improve visibility of the school's activities, and participate in the professional educational community.

✓ Improve upon students' performances, guide individual student development, maintain a support-

ive learning and working environment.

✓ Design and document objective assessment criteria, mark students' work, assess students'



performance and participation in classes, provide constructive feedback.

✓ Delegate responsibilities, create materials to meet requirements, document everything- curriculum, lesson plans, assessment criteria, class projects.

✓ Take charge with material development, business writing, organizing equipment, and timing presentations.

✓ Organize the physical classroom, manage and maintain equipment, plan for upgrades and new resources, reduce resource costs.

✓ Supervise a team of students, resolve problems, delegate responsibilities, improve performances and provide just the right

