

Academic Coordinator - Secondary

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Company: VIBGYOR Group of Schools

Location: bangalore

Category: other-general

JOB DESCRIPTION – COORDINATOR
About Us Established in 2004, we are a chain of schools offering national and international curriculums across 36 schools pan India. With our well-researched curriculum, modern teaching methodologies and wide range of extra-curricular activities and facilities we constantly strive to enthuse our students with fascinating learning experiences every single day.
Role Coordinator Pre-Primary/Primary/Middle School/Secondary/Senior Secondary
Department Pre-Primary/Primary/Middle School/Secondary/Senior Secondary
Designation Coordinator Pre-Primary/Primary/Middle School/Secondary/Senior Secondary
Band and Grade M1
Location School
Reporting to Vice Principal/Principal
Primary Purpose The primary purpose of a coordinator in school is to be responsible for overseeing and coordinating various activities or functions within the school to ensure smooth operations and effective implementation of education programs.
Key Responsibilities
Academic Operations: the equipment is available to the teachers for use and confirm their return. details & records of updated versions and further instruction regarding the curriculum sent by CO to be maintained and updated regularly. conduct /monitor curriculum workshops. Ensure the plans are available with the Teachers and the same is followed.
Record Keeping of the Support Programs. Charts Displayed on the Soft boards during Events and otherwise should be without any errors in language or content mentioned. regular feedback is given at the end of a lesson plan, volume/unit plan or end of a theme to the Central Office. seek approvals at the beginning of the Academic year from the CO regarding Field Trips, change in books, change in period allocation, new initiatives, relevant content for social media promotion, drafting of

Circulars and newsletters are sent duly. Implementation of HR Policies and Processes as per guidelines of the CO in relation to Appraisal, Induction, Recruitments, Transfers, Joining and Exit, in coordination with the principal. plan special days and events as per the guidelines shared by the CO. Planning effectiveness of Curriculum Delivery by means of the Academic Calendar. Conduct Curriculum workshops including discussions on Support Programs and Special Education must check the genuineness of the identified student case, by investigating in-depth facts about the case. Coordination with the PLC team and parents. Monitoring and seeking updates about the child's progress and updates the Parent occasionally along with the Special Education. plan/Organize /Coordinate all the events such as Parent Orientation, PTA, PTM, Field Trips, Sports Day, Annual Concert, Special Events, Extracurricular activities, culminating activities and all Competitions as per the guidelines shared by CO. Administration Operations: obtain information from Admission Department in advance about new students joining arrangements must be made to ensure appropriate distribution of notebooks and textbooks to the students. with the Admin Team and ensure that any problem on the floor related to the classroom, staffrooms, washrooms, electricity, furniture, cleanliness, soft Boards, lockers, equipment in labs, etc. are addressed and resolved on time and the same has been maintained in the register. call over reshuffling of classrooms, and allotment of storage areas & lockers. should be maintained on the school premises. with respect to disciplinary slips issued to students so that it reflects in ERP. that Surprise checks and audits are conducted and attend Parents' Appointments and queries as required. discussed during the meetings held with Parents should be recorded and acknowledgement of the same is to be taken from the Parent and updated to the Teacher about it. the Parents are informed in case of any specific incident, health issues and the progress of the child. Desired Qualification Secondary-PG with B.Ed./CIDTTE Experience Minimum 5 years of hard -core teaching experience. Minimum of 1-2 years of experience in a Supervisory role Expected Competencies Situational Adaptability Compassion and patience Mentoring & training skills Proactive, ethical, and responsible nature Management Skills Ability to Multitask Effective Communication Skills Strong Interpersonal Skills Leadership skills Optimizing work processes Time management Skills and Knowledge To oversee the training procedures of teachers and other employees, establishing academic guidelines, liaising with external parties, and coordinating with administrators.

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