

ACADEMIC COORDINATOR

1. An Academic Coordinator is the key Educational Leader in the school who shoulders Academic responsibilities mainly and assists the Principal in enforcing APSACS policies and effective implementation of APSACS curriculum. He/she plays an important role in the development of a progressive work environment, improvement plans and goals and objectives.

The Academic Coordinator shall be appointed in a school having a minimum strength of 2000 students. He/she will be appointed by the Governing Body in consultation with the respective Regional Director and Principal.

2. **Qualification:**

Masters/ M. Phil in a core subject

3. **Experience:**

Minimum 10 years of teaching and 5 years in management in recognized schools

4. **Skills:**

He/she should:

- a. have strong verbal and written expression
- b. possess group management, leadership/mentoring skills
- c. be proficient in the use of IT (MS Office etc.)
- d. be well conversant with the latest pedagogical practices and trends in education
- e. have excellent interpersonal and intrapersonal skills

5. **Role:**

The Academic Coordinator will work under the Principal for the management and supervision of the school's Academic processes. He/she should demonstrate a thorough understanding of the syllabus requirements for all the relevant subjects ensuring curriculum implementation through exemplary teaching practices. The Academic Coordinator, as an Instructional Leader, will **monitor, evaluate and**

review classroom practices and promote improvement strategies for the desired academic standards.

The Academic Coordinator shall:

- a. take 6-12 teaching periods per week. His/her workload must be clearly reflected in the timetable
- b. officiate in the absence of the Principal
- c. develop a positive working relationship with and amongst staff and establish a climate of trust and teamwork

6. Duties and Responsibilities

a. Mentorship/ Continuing Professional Development of Staff

- (1) Motivate and promote the professional development of staff and teaching faculty
- (2) Mentor or coach teaching staff in developing effective teaching techniques and practices
- (3) Organize and lead INSET and ensure its effective implementation and productivity

b. Coordination and Planning:

- (1) Have fortnightly meetings with the section heads
- (2) Ensure efficient working of the exam committee
- (3) Plan, coordinate and supervise school events

c. Monitoring and Supervision

- (1) Ensure that APSACS curriculum is being implemented as per the requirement and assessment procedures are well understood and followed by the teachers
- (2) Ensure high-quality instructional practices by establishing monitoring and feedback system for learning at all levels for making school a learning organization

- (3) Be a part of School Improvement Team (SIT) and play a significant role in preparation, implementation and monitoring of the School Improvement Plan
- (4) Ensure the efficacy of Academic Support Programme and strategies for Low Readiness Learners
- (5) Monitor students' progress and analyze the effectiveness of remedial measures employed by the teachers for Low Readiness Learners
- (6) Oversee discipline of the school
- (7) Evaluate the performance and progress of the teaching faculty through at least two Classroom Lesson Observations of complete lessons of each teacher in a term
- (8) Carry out follow-ups on teachers' performance requiring improvement in teaching practices
- (9) Understand School Evaluation Framework and revise it periodically in collaboration with other stakeholders
- (10) Randomly countercheck teachers' lesson plans and provide suitable guidance and support
- (11) Countercheck students' written work and provide effective feedback to the concerned teachers

d. Student Counselling/Support

- (1) Support senior students in career selection in collaboration with the Career Counsellor
- (2) Counsel and guide students regarding personal, academic and behavioural issues in collaboration with the Emotional Health Counsellor
- (3) Monitor and guide Student Council in carrying out their duties and performing the assigned tasks
- (4) Meet parents and address students' academic issues

Assistant to Section Head

1. Assistant to Section Head is an Office Assistant who performs a range of routine clerical and certain administrative tasks to support daily operations of the office. Assistant to Section Head shall be appointed by the Principal and placed in the clerical cadre.

2. Qualification:

Preferably a Graduate

3. Skills:

The incumbent should:

- a. be proficient in Ms Office
- b. have good typing speed
- c. be efficient in data management skills
- d. be able to write emails
- e. have good communication and time management skills
- f. have strong organizational skills
- g. be able to operate ERP software

4. Duties/Responsibilities:

Assistant to Section Head shall perform clerical duties as assigned by the Section Head.

He/she shall ensure the following:

- a. mailing and filing correspondence
- b. timely sorting of incoming mail and putting up to the Section Head
- c. record maintenance of incoming and outgoing mail
- d. office records maintenance and update
- e. photocopying of worksheets for teachers or other essential documents
- f. taking phone calls/messages in the absence of Section Head
- g. greeting visitors and scheduling meetings/ appointments with parents
- h. taking stock of office supplies
- i. maintaining students and teachers' files

- j. distribution of fee challans
- k. counter checking of students' attendance registers
- l. counter checking of teachers' attendance
- m. maintaining section's requisition register / purchase record
- n. maintaining record of Section fund, if any
- o. maintaining logs for repair/maintenance

5. Assistant to Section Head should not:

- a. be hired from the teaching staff
- b. check or counter- check lesson plans or notebooks for Section Head
- c. fill in/ write remarks in Lesson Planner Checking Register, Class Observation Register, Notebook Counter Checking Register, Coordination Meetings Register
- d. observe classroom teaching or write classroom observation report for the Section Head
- e. develop or counter-check question paper for any subject
- f. write teachers' ACRs or fill appraisal form for the Section Head
- g. write any report related to CCAs or Parent Teacher Meetings

