

Head Of Department

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Company: Korgix

Location: Faisalabad City Tehsil

Category: other-general

1.Positive, enthusiastic, have her hand in the day to day activities of the school, and listen to what their constituents are saying.2.Skilled with managerial, administrative and computer capabilities.3.Effective role model for staff and learners.4.Day to day Monitoring, Evaluation and implementation In house curriculum for all subjects across all tiers from Montessori to Preparatory levels, and including External Examination with CIE/Ed excel teaching plans and syllabus break-downs, teaching methodology, assessment mechanism .5.Responsible for class room lesson monitoring with focus on home-work dairy communications and Copy/Register/Note Book counter Checking.6.Development of exam papers and school evaluations.7.Preparation of monthly in-class assessments, sessional, mocks, and terminal examinations and examination planning, moreover post examination result compilation and organizing parent teacher meetings.8.Responsible for time table management, student performance follow-up on daily or weekly basis, communications with the parents/guardians on student attendance, dairy communications with parents, class performance, conduct and student academics monitoring.Monitoring of the school teaching and support staff and students for the smooth functioning of the Educational system.9.Ensuring that the curriculum is followed completely and comprehensively with full adherence to teaching standards and methodology.Job Specification1.Excellent communication, interpersonal and problem solving skills.2.Leadership and ability to go an extra mile to get the job done.3.Commitment, Excitement and Interest in Education4.Managing Multiple Tasks in Limited Time (Time Management).5.3-4 years working experience and experience of implementing curriculum in classes.6.Academic administration and School management experience necessary career

counseling and student management exposure.7.Should have excellent English language skills.8.Should have excellent computer skills.9.Should be able to maintain school planning and academics effectively. Information Technology and Services - Lahore, Pakistan

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