School (campus) Head

Company: First Select

Location: Saddar Town

Category: other-general

School (campus) Head First Select, Pakistan Exercises direct supervision over assigned professional and classified staff.Develop, plan, and implement school site programs and activities in accordance with goals and objectives; recommend and administer policies and procedures; confer with staff on curriculum, instructional, personal, and school related matters.Coordinate school activities with related departments and outside agencies and organizations.Develop the master schedule of course offerings; comply with accreditation guidelines and state requirements; adjust schedule to meet school, students, and staff needs.Maintain a safe and orderly school environment; coordinate the safety of students participating in all extra-curricular and after school activities, including inter-scholastic athletics field trips. Job Specification Knowledge of:Effective middle school organizational patterns and practices.Effective instructional strategies for students of varied abilities.Pertinent local laws, policies, rules, and regulations regarding school administration.Organizational and management practices as applied to the analysis and evaluation of school programs, policies, and operational needs.Principles and practices of budget preparation and administration.Principles and practices of the organization and administration of personnel management.Principles of supervision, training, and performance evaluation.Public relations programs and techniques related to school activities.Principles of management associated with maintaining the schools financial records.Ability to:Apply the principles of conflict resolution to resolve interpersonal problems that arise.Develop leadership among the teacher corps.Develop a strong client orientation in all school staff.Analyze problems, identify alternative solutions, project consequences to proposed actions, and implement

recommendations in support of goals.Lead the school community through collection, disaggregation, and analysis of the school's performance data and subsequent development of a school plan designed to address the identified needs.Plan and implement an effective student discipline program.Gain cooperation through discussion and persuasion.Communicate effectively, both orally and in writing.Information Technology and Services - Karachi, Pakistan

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