

<b>Position Title</b>	<b>Principal</b>				
<b>Band</b>	1				
<b>Department/Function</b>	Senior Secondary				
<b>Location City</b>	Chowgawan ,Punjab	<b>State</b>	Punjab	<b>Region</b>	1
<b>Number of Positions</b>	1				
<b>Reporting to (Designation/Role)</b>	DGM-Program				
<b>Reported by (Designation/Role)</b>					
<b>Ideal Age Bracket</b>	Up to 45 Years				
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Full-time master degree in any discipline from a recognized University.</li> <li>• B.Ed. (Full time) from a recognized institution, (Part-time from IGNOU only)</li> <li>• State level teacher eligibility test (preferred)</li> </ul>				
<b>Experience (in years)</b>	<ul style="list-style-type: none"> <li>• Seven to Ten years of experience in Teaching /Administrative role with minimum 4 years of experience in Academic Leadership. Experience in CBSE Schools will be preferred.</li> </ul>				
<b>Skill</b>	<ul style="list-style-type: none"> <li>• Oratory, Go-getter, Analytical</li> <li>• Basic Computer Skills, MS Office, Excel, Power Point</li> </ul>				
<b>Key Roles &amp; Responsibilities</b>					
<ul style="list-style-type: none"> <li>• Responsible for monitoring of core academic and non-academic processes in the school</li> <li>• Responsible for student admission, orientation and registration activities.</li> <li>• Will ensure that the school program is compatible with as per the structure of the Sr. Secondary school program. Principal will define the responsibilities of staff members and develop plans for interpreting the school program.</li> <li>• Responsible to ensure that instructional objectives for a given subject and/or class are developed and executed by the teachers will involve the faculty and others in meeting the objectives of the Sr. Secondary School program.</li> <li>• Responsible to ensure quality of teaching through lesson plans, curriculum completion and track student academic progress and support program by means that include the maintaining of up-to-date student data.</li> <li>• Ensure proper coordination with other Sr. Secondary schools/Jr. Schools of the foundation as per instruction from HO. S/He is responsible to maintain good relationships with students, staff, and parents. The principal complies with established lines of authority.</li> </ul>					

- S/He will orient and assist new staff and new students to increase the efficiency of the school and program effectiveness.
- Responsible to maintain a good rapport with the project stakeholders (Govt. of Punjab, CBSE, and District Education Office, Community, SMC, Parents etc.) to increase their effective participation in the process.
- Responsible for procurements, maintenance of records as per the process.
- Responsible for management of events, school development plan and ensure its proper implementation.
- Along with the Admin Officer, the Vice Principal will organize, oversee, and provide support to the various services, supplies, material, and equipment provided to carry out the school program.
- Responsible in assisting in the development and establishing of the school goals/Bharti Foundation's goals and objectives and the planning of the schools instructional program.
- Responsible for providing direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development. Updating School website, assisting in student assembly, disbursal. Acting as a medium between School and stakeholders.

Apply Here : [http://gleekvell.com/current-openings /  
hr@gleekvell.com](http://gleekvell.com/current-openings/hr@gleekvell.com)