

Position Title	Principal				
Band	1				
Department/Function	Senior Secondary				
Location City	Ludhiana	State	Punjab	Region	1
Number of Positions	1				
Reporting to (Designation/Role)	DGM-Program				
Reported by (Designation/Role)					
Ideal Age Bracket	Up to 45 Years				
Qualification	<ul style="list-style-type: none"> • Full-time master degree in any discipline from a recognized University. • B.Ed. (Full time) from a recognized institution, (Part-time from IGNOU only) • State level teacher eligibility test (preferred) 				
Experience (in years)	<ul style="list-style-type: none"> • 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. 				
Skill	<ul style="list-style-type: none"> • Oratory, Go-getter, Analytical • Basic Computer Skills, MS Office, Excel, Power Point 				
Key Roles & Responsibilities*					
<ul style="list-style-type: none"> • Set in motion and ongoing monitoring of core academic and non-academic processes in the school • Assisting to implement student admission, orientation and registration activities. • 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. • Will ensure that instructional objectives for a given subject and/or class are developed, executed by the teachers will involve the faculty and others in meeting the objectives of the Sr. Secondary School program. <p>Will check performance of teachers, will 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.</p> <ul style="list-style-type: none"> • Will 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. 					

- S/He will orient and assist new staff and new students to increase the efficiency of the school and program effectiveness.
- Will 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.
- Assisting in the preparation and 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, disbursement. Acting as a medium between School and stakeholders.
- Will assist the team members for school audits, taking action on audit observations. Ensuring timely submission of reports to HO/CBSE/Punjab Govt.
- Ensuring Regular follow-up with CBSE for notices, memos, circulars and any new amendments. Alerting the same to the program team/principal for the same.
- Ensuring effective implementation of School Process (child safety, school safety, and disseminating information about school disciplinary policies and procedures to parents, students, staff and community).
- Ensuring proper implementation of Mid-Day Meal (MDM) program, ensuring quality of MDM on daily basis.
- Updating daily activities to the Principal and ensuring to improve the quality of school effectiveness on daily basis.
- Attending and conducting events, seminars, workshops, trainings, conferences, and review meetings as per the HO / Program requirement. Any other responsibilities assigned as per requirement

Drop your CV at hr@gleekvell.com or gleekvellconsultant@gmail.com