

Kavita Jaikumar

Curriculum / Program Lead

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Professional Profile

Experienced teacher and proficient professional in early childhood education, with insightful understanding of children's behavior and child psychology. Known for creative teaching methods, as well as an inspirational and motivational approach to education.

WORK EXPERIENCE

Program Lead

Aug2022 – Present

Current Scope:

- Promoted from managing 3 centres to overseeing **6 centres**.

Key Responsibilities:

- Collaborate with Infant, Toddler, Nursery, K1 and K2 teachers to oversee all aspects of classroom program planning, implementation, and evaluation, in line with developmentally appropriate practices.
- Provide expert guidance in preschool programming and engage with parents during Parent-Teacher Conferences (PTC) and as needed.
- Conduct regular child observations to assess developmental milestones, learning progress, behavioral patterns, and individual needs, ensuring each child receives appropriate support and guidance.
- Managing and resolving parent escalations with empathy and professionalism by actively listening to concerns, providing timely solutions, and maintaining positive relationships between families and the school.
- Conducting regular meetings with stakeholders (including management, educators, and parents) to discuss program updates, address concerns, align on goals, and ensure continuous improvement in centre operations and educational quality.
- Stay updated with current trends and best practices in early childhood education by attending workshops, training, and reading relevant journals.
- Offer continuous mentoring and coaching to teaching staff through regular classroom visits to introduce and support new strategies and ideas.
- Guide teachers through curriculum implementation, including progressive documentation practices.
- Support the integration and effective use of technology for communication and classroom learning.
- Encourage ongoing professional growth by fostering a culture of continuous learning and improvement among staff.
- Conduct interviews for internal job postings and assess prospective candidates.

- Lead performance appraisals and conduct review conversations with all preschool classroom teachers.
- Supervise the use and maintenance of physical spaces, ensuring classrooms, common areas, and playgrounds are clean and safe.
- Create and maintain an engaging, welcoming learning environment that promotes children's self-esteem through purposeful displays and artwork.
- Oversee the development of assessments, report cards, diaries, portfolios, etc., guiding teachers in their creation and execution.
- Observe and provide daily guidance to classroom teachers to support quality teaching practices.
- Actively participate in scheduled administrative meetings, addressing topics such as health and safety, operations, facilities, and HR-related concerns.
- Keep staff informed of relevant professional development opportunities.
- Assess and conduct group training sessions based on identified training needs for centre teachers.

Mathematics Teacher, Delhi Public School

May 2022 – Aug 2022

Job Responsibilities:

- Planned and delivered engaging math lessons to facilitate students' understanding and application of mathematical concepts.
- Prepared and distributed learning materials including notes, assignments, and quizzes.
- Sourced necessary resources and materials to support effective teaching.
- Maintained a safe, organized, and conducive learning environment.
- Graded assignments and quizzes promptly to provide timely feedback.
- Supervised students during quizzes and final examinations.
- Documented and reported on student progress and performance.
- Participated in meetings with parents and school staff to discuss academic development and address concerns.

Financial Analyst, Autodesk One

September 2017 – April 2022

Job Responsibilities:

- Collaborated with the Financial Business Partner (FBP) to track department budget vs. actuals.
- Provided financial impact updates for departmental projects, contracts, and invoices.
- Partnered with the India Service Delivery Center Director to analyze cloud spend vs. actuals, and generate metrics on cost efficiency and productivity savings.
- Prepared and reviewed Purchase Orders (POs) to ensure accuracy and appropriate GAAP treatment.
- Assisted the FBP with quarterly accruals and reclassification entries.

Kindergarten Teacher Coordinator & Centre Director

Kidzee Yelahanka, Bangalore

June 2014 – March 2017

Professional Contributions:

- Promoted activities that supported holistic development of young children.
- Developed long-term plans, unit plans, assessments, and weekly lesson plans using developmentally appropriate instructional strategies.
- Emphasized cognitive and emotional development to enhance early childhood learning outcomes.
- Maintained regular communication with parents to share children's academic and behavioral progress.
- Coordinated program schedules, support materials, and resources in alignment with curriculum guidelines.
- Participated in meetings, workshops, and seminars to gather and share information relevant to teaching practices.
- Handled personnel functions such as interviewing, evaluating, and supervising staff to maintain adequate staffing and improve productivity within budgetary constraints.
- Responded to staff issues, compliance challenges, parent concerns, and community feedback by identifying key issues and implementing effective resolutions.

Academic Counselor , NIILM School of Business (NSB), New Delhi

Jan 2008 – Oct 2009

Job Responsibilities:

- Counseled students and parents on academic programs and career options on a day-to-day basis.
- Addressed student queries related to management courses and admission processes.
- Handled both inbound and outbound calls for admissions and support.
- Participated in education and career fairs to represent the institute and increase enrollment.
- Maintained and updated student records and fee collection databases regularly.
- Managed front desk operations and provided walk-in counseling.
- Prepared and submitted daily admission reports.
- Responded to student queries via email and through the admission website.
- Collaborated with faculty and staff in career services and job placement activities.
- Informed students about various academic programs and admission criteria at NSB.
- Achieved enrollment and admissions targets through effective counseling techniques.
- Provided career advisement, helping students make informed decisions about college majors and career paths.
- Referred students to web-based and print resources for additional career planning support.

Educational Qualifications

- **B.Ed.** – Singhania University
- **B.Com.** – Delhi University
- **12th Standard** – CBSE
- **10th Standard** – CBSE

Core Competencies

- **Excellent Communication Skills** – Effectively communicates with children, faculty, and parents.
- **Highly Organized and Efficient** – Dependable, flexible, and responsive.
- **Team Player** – Collaborative and team-focused approach.
- **Strong Interpersonal Skills** – Builds positive relationships with colleagues and families.
- **Computer Literacy** – Proficient in MS Office, MS Word, and MS Excel.

Personal Information

- **Languages Known:** English, Hindi, Kannada, Tamil, Malayalam