

Resume

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This CV has arrived in your Institution / Organization for the opportunity of vice Principal

Objective:

To maintain the educational development of students and the professional development of teachers by developing and implementing policies, programs, and curriculum plans; providing a safe and healthy environment conducive to learning; maintaining the mission, vision and educational philosophy of the school under my leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

Competencies:

- Patient and able administrator.
- Hold an impeccable record of maintaining discipline in my supervision.
- Excellent communication and convincing capabilities.
- Competency required for the smooth running of the organization.
- Ability to develop the curriculum in the line with the school's mission and aims.
- To facilitate and enhance the conditions that enable high quality teaching and learning to take place.
- Communicate with colleagues, parents, and community members to promote student learning.
- Develop a positive school climate which rewards students for continuous improvement in academics, behavior and attendance.

Specification:

- Leadership, the ability to inspire and lead a school community on a path of development
- Ability as a finisher as well as an innovator. The willingness and ability to work strategically and operationally being hands-on in involvement with students, staff and parents.
- A skilled and clear communicator with various stakeholders, in written and spoken English.
- A well-qualified and experienced middle or senior leader in a high-quality school(s).
- Drive, energy and willpower to develop systems and to ensure that they are successfully implemented.
- Working collegially in partnership with the Director and Board (management).
- Open-minded and culturally sensitive with understanding of international education.
- Resilience, creativity in problem-solving, confidence to deal with difficult situations.

Administration:

- Oversight and management of day-to-day operations.
- Oversight of school publications including newsletters, bulletins and handbooks.
- Generate the annual events calendar, weekly and term schedules, etc.
- Monitor Health and Safety arrangements.
- Support the implementation and development of school policies.
- Shared oversights of school events and assemblies, including school trips, award ceremonies, activities.
- Productions and student leadership development programs.
- Strengths:
 - Leadership and efficient management ability.
 - Appropriate and exact delegation of responsibilities to staffs.
 - Have learnt and used different techniques and tools of educating students for effective and efficient teaching.
 - Proficient in Word, Excel, PowerPoint.
- Experience:
 - A dedicated professional offering nearly 16 years of successful career distinguished by commendable performance in Teaching & School Administration
 - Delivered workshop on Team Building, Personality Development, New Education Policy, Effective Teaching
 - Developed an environment that encourages open communication with colleagues, students And parents & implementation of class instruction, lesson plans, students assessment
 - A keen planner & implementer with track record of implementing education standards
 - Conducted periodic meetings with parents and teachers to encourage close collaboration among educational stakeholders in improving the performance of students
 - Dedicated and self-motivated leader with proficiency in handling the administrative activities, event managements, faculty appraisal training and up holding of the institutions

Presently Working with:

<u>Name of Institution</u>	<u>Location</u>	<u>Duration</u>	<u>Position</u>
J.S.S	H.S.R Layout	2009-2013	Pre-Primary Teacher
Vahe Global Academy	Kachmaranahali-Bangalore.	2015-2018	Pre-Primary Teacher
		2018-2021	Pre-Primary co-coordinator
		2021-2023	Pre-Primary-Grade X Academic coordinator
		2023-Till Present	Vice -Principal

Qualification

- Diploma in Montessori training (IMTC)
- MBA (Bangalore University)

Professional

- B. Ed(Perusing)

Other Proficiencies

- Taking feedback of students every week Conducting seminars for student
- A human resources department and performs all of the tasks which related to school
- To manage school operations and provide strong leadership between teacher and staff members.
- Parent consultant & the educational needs of individual students.
- Uphold CBSE, educational policies and integrate the common core guidelines into each class curriculum.
- Create benchmarks for students and teacher track progress towards their goals.
- Respond immediately to concerns from parents and school board administrators.
- Implementing operational plans for ensuring smooth running of the school.
- Conceptualized academic calendar and Exam planners for every new Academic year.
- Designing academic and admin Processers (SOP'S)
- Digital marketing of the school, Function, Events, Tours and Trips Managements

CBSE AND DEO RELATED WORKS:

- Monitor and review the works of CBSE Compliance Officer Independently handle CBSE(Admin & Academic)
- Taking care all the Affiliation, Extension and up-gradation of CBSE
- Monitor and review all the admin and academic CBSE Circular
- Handling all the CBSE Affiliation and Examination bye- law rules and guidelines
- Creating all the committee as per CBSE and State Govt. rules
- Registration process for the class IX
- Registration process of LOC of Class X
- Submission the Teacher Data
- Health and Physical Education portal (IX-XII)
- Monitoring the implementation of all the CBSE circular related to the Academic and Admin
- Submission of various data on OASIS and UDISE portal
- Submission of internal assessment marks to CBSE of class X.
- All the correspondences of DEO department
- Submission of Annual Pedagogical plans
- NCRET portal
- Analyses various CBSE board examination result
- CBSE cluster level sports
- Follow up with the Head Sr. wing regarding the Disability students of class IX and X so that Proper exemption on board examination will be given to them on time

- **Examination Centre:** Fill up all the formalities regarding the CBSE Examination center and also taking the consent from the nationalized bank for the custody of the question paper and all CS duties.
- Follow up with the CBSE regarding the Mark sheet/Migration Certificate/Passing certificate and distributed these documents to the students on time.

- **Change in Name/DOB:** Coordinate with CBSE regarding the change in the name of students, Father Name, Mother Name, Date of Birth etc.

- **CBSE Curriculum:** Downloading the CBSE curriculum Vol. 1 and Vol. 2 and share the same on immediate basis with the head Sr. wing from the CBSE portal.

- **Examination Duty:** Coordinate with other CBSE school regarding the CBSE examination duty or evaluation of the answer sheets.

- **CBSE Files:** Checking and updating all the 107 CBSE Files (Approx.) on Monthly basis. Coordinate with various academic and admin departments for updating the CBSE files.

CBSE Trainings or Capacity Building Programmers:

- Register teachers on CBSE training portal after discussion with them.
- Follow up for the confirmation of Training
- After receiving the confirmation, complete the formalities of Demand Draft
- Taking consent letter from the teachers who are going for the training
- Taking the training reports from the teacher
- Follow up with educator for further workshop with other in-house educators.

Admission Department:

- Monitor and review the works of Admission Coordinator
- Maintains admission guidelines by writing, updating and recommending changes to admission criteria, policies and procedure.
- Taking care, the whole process of Admission
- Provide administrative support including document, book keeping and faxing during admission process
- Assist in student admission process
- Review the new list of students lists with the admission coordinator and the Accounts department
- Monitor admissions reports by collecting, analyzing and summarizing data and trends
- Implement strategic plans and initiatives to achieve the enrollment objectives
- Guide the admission coordinator to maintain a student's database with clear and complete students' enrolment files.
- Meet the new parents at the time of admission if any technical issue are there for the admission

School Transportation:

- Monitoring the work of Manager Operation and Transportation Manager
- Finalizing the Annual bus agreement with the contractor
- Finalizing and negotiating the payments of the buses with the bus contractor
- Ensuring that the various guidelines CBSE, Safe Vahan policy, Supreme Court guidelines related to the school bus transportation are followed.
- Handle the critical issue where manager operation Manager unable to handle
- Checking all the buses physically once in a year.
- Review the data for the requirement of new buses for the next academic session.

CBSE work:

- Handling accreditation part of CBSE with school Quality and Assessment Management. (Scholastic, Co-scholastic, Infrastructure, Human Resources, Management & Administration, Leadership, Beneficiary satisfaction.)
- Handle all Statuary Compliance, Renewal or Extension of Affiliation, Follow up NOC from fire department, state board and other department.
- Monitoring different assessments like OTBA, ASL and CCE.
- Registration of Class IX students
- Updating of class X students
- Monitoring the implementation of all the CBSE circular related to the Academic and Admin
- CBSE Teacher training programs

Admission Process:

- Maintains admission guidelines by writing, updating and recommending changes to admission criteria, policies and procedure.
- Taking care, the whole process of Admission
- Review the new list of students lists with the admission coordinator and the Accounts department
- Prepare admission reports by collecting, analyzing and summarizing data and trends
- Guide the admission coordinator to maintain a student's database with clear and complete Student's enrolment files.
- Meet the new parents at the time of admission if any technical issue is there for the admission
- Cross checking of the admission forms and various declaration form before confirming the admission
- Checking of School Register
- Creating of various creative scheme for admission to attract the parents for admission
- Review the comparison chart of Current admission, new admission and the students left the school.
- Checking the review of the parents on various online portal and coordinate with the regarding the removal of negative comments.

Others:

- Handle overall School Management software, All Digit classroom and maintain register of all fixed assets and Training part of the Teachers.
- Responsibility for declarations of result on website, distribution of Roll No. and maintained all students' records.
- Create, review and modify school budget and resources once every month
- Handle official correspondence relating to the school and furnish, within the specified dates, the return and information required by the state government or CBSE Board.
- Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.
- Handle Internal and External communication. Deals with parents and outsider.
- Handle C.B.S.E letter, circular.

Interests : Reading, Travelling, Photography & Listening Music.

Strengths:

- To render my strengths with good communication skills.
- Good interaction with people.
- Always ready to undertake challenging tasks. Adjusting nature

Declaration

- I hereby declare that all information given above is true and written to the best of my knowledge.

Name:

Sharavathi M R

Place: Bangalore