

RESUME



PREETHY CHAND

Rama Nilayam

Kuthiathode P.O

Cherthala

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Objective:

With a Master's degree in English, I have 19 years of experience working as a teacher (7 years), vice principal (3 years) and Principal (7 years) in various capacities. I believe my experience, skills, competencies, commitment and passion to continuously improve the quality and standard of education for the benefit of my students will make me fit for the position of a school principal at your esteemed organization.

My Profile

D.O.B. & Age : 03.07.1976 – 46 Years

Spouse Name : MANOJ KUMAR

Marital Status : Married

Place of Birth : Kochi, Kerala.

Current City : Alappuzha, Kerala.

Career Profile

A skilled and professional school Principal with nineteen years of experience in management, teaching and administration of school activities. Successfully managed around 325 teaching staff, about 115 non-teaching staff and about 6000 students from kindergarten to twelfth grade.

Educational Qualification

- M.A, English from Mahatma Gandhi University, Kerala in 1999.
- BSc., Chemistry from Mahatma Gandhi University, Kerala in 1997.
- B.Ed., from Mahatma Gandhi University, Kerala in 2000.

Skills

- 7 years as Principal for Middle school and Senior Secondary schools
- Excellent planner, motivator and leader.
- Being sensitive and empathetic
- Being decisive and able to adapt and innovate
- Decent problem-solving skills
- An ability to prioritize.
- Good communication skill.

Professional Experience

- Teacher at Al-Ameen Public School, Chandiroor, Alappuzha, Kerala from 2002-2009.
- Vice Principal at Al-Ameen Public School, Chandiroor, Alappuzha, Kerala from 2009- 2012.
- Principal at SNGM Senior Secondary School, Thuravur, Alappuzha, Kerala 2012 September - 2015 June.
- Principal at St Mary's Residential Central School, Poonthope, Alappuzha, Kerala July 2017- May 2019.
- Principal at Venus Global Campus, Punnamchathiram, Karur, Tamilnadu from October 2019 to February 2022

Work history

As a Principal:

- Supervising classroom teaching and monitoring the lesson plan with innovative pedagogy and meet the goals.
- Adopted and implemented Value based learning, life skills, competency based learning and experiential learning making the learning all the more joyful.
- Implementation of manuals by giving required training for teachers.
- Designed parameters for various evaluations and frequent, continuous assessments are made integral part of learning.
- Pedagogical plans are framed keeping in mind student centric, inter-disciplinary activities.
- By assuring pedagogical leadership, quality education through implementation of CBE focussing on LoS is ensured.
- Managed the recruitment and hiring of staff, selected and assigned staff in-service programs.
- Developed, maintained, evaluated, implemented and enhanced curricular and extracurricular programs to reflect student achievement.
- Provided leadership for the planning, development and implementation of the school's curriculum.
- Astutely observed staff and faculty performance and conducted evaluation conferences.
- Worked as and with department Heads of various Departments and faculty.
- Developed a student discipline management system that results in positive student behaviour and performed safety inspections.
- Coordinated, organized and assigned teacher and student activities and services
- Kept abreast of developments in school curriculum and instruction.
- Encouraged and supported development of innovative instructional programs.
- Established schedules and procedures for the supervision of students in non-classroom areas.
- Observed employee performance, recorded observations, and conducted evaluation conferences.
- Implemented, developed and maintained curricular and extracurricular programs.
- Managed staff, students and all activities of the school.
- Monitored attendance of teachers and students.
- Designed and implemented "Phonic-based reading program", "Hello Cursive!" and "Public-speaking program for various classes.
- Theme based assemblies are conducted to enlighten the young minds and channelise their thoughts, feelings and expressions into an ideal direction.
- Acted as Centre Superintendent for Board Exams and NEET exams as well.
- Member of Inspection committee appointed by CBSE for inspection in the year 2014 and 2022.

As a Vice Principal:

- Helped plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules
- Reviewed text books and notes of students and gave suggestions to teachers for improvement.
- Maintained safe and peaceful environment in school.
- Assisted school principal in maintaining proper discipline inside school campus.
- Supported and encouraged innovative instructional programs.
- Established procedures and schedules for supervision of students in non-classroom environment.
- Observed and evaluated teacher performance and interviews.
- Co-ordinated the work of school magazine.
- Worked as the chief editor of school magazine.
- Drafted minutes of various meetings attended

Workshops attended

- CCE workshops organised by various organisations and Sahodaya.
- Training program for teachers conducted by various schools in Kochi.
- Orientation program conducted by Samraksha on Life Skills.
- Various webinars organised by Sahodaya and other organisations.

Workshop and trainings conducted

- Faculty development programs
- Workshop on “Teacher as an agent for holistic development of students
- Workshop on “Effective Teaching” and “Effective Discipline”
- PowerPoint presentation on Effective Discipline, Non-Violent forms of punishment,
- Workshop on “Social Skills: teachers’ role in developing social skills”
- Webinar on “parental involvement in child’s learning.
- Workshops on “Art integrated learning” and “How an effective lesson plan improves teaching learning”
- Workshop on “Improving Quality of Education through Joyful Teaching”.

I declare that the above facts given by me are true to the best of my knowledge and belief.

Preethy Chand.