

APARNA SAJEEV

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Professional & Skills Summary

- Enthusiastic Academic Coordinator (with degrees in Science, Learning) who excels in Developing Learning Practices, Executing Mentee development through three pronged efforts with Parents, Mentee and the Mentor, Managing teams of Teachers and Parents to help in the overall development of the child.
- Have very Clear understanding of curriculum development and training in scholastic activities.
- Over 16 years of experience in teaching Science in multiple schools and Learning environments.
- Developed learning & assessment schemes for science teaching in multiple grades.
- Have successfully executed multiple roles from an Industrial trainer to teaching primary sections, middle school and senior classes, Grade coordinator & Block Coordinator.
- Integrating traditional Learning methods (Face to face, Class room oriented activities) with modern tools and Analytics, eLearning strategies to execute a hybrid learning process that will enhance the inherent skills in the learners.
- Cultivated long-lasting relationship with students, parents and staff to strengthen the success of the program.
- Motivational and approachable leader with top- notch communication, organizational and strategic planning abilities.

Work History

Faculty and Academic Coordinator
School – Bangalore

04/2014 to April 2022 **Harvest International**

- Conferred with educators to identify current classroom concerns, rebalance classes and diversify instructional strategies to enable smooth delivery of lesson plans.
- Worked with educators to increase resource utilization and integrate new technology especially for Online sessions.
- Conducted Science classes for one section of students in Grades VII, VIII in addition to my other responsibilities.

- Increased school registrations by over 10% with improved promotional approaches, outreach strategies and parent engagement plans through 1-1s which focused on plans to improve the overall development of the learners.
- Moderated disputes and grievances which arise (with Learners, Teachers and parents), with speedy and fair resolution.
- Obtained excellent & positive feedback from parents regarding student learning success and classroom instruction through superior IEP meetings and family conferences to improve parent-child bonding skills.
- Worked with multiple subject departments to outline and schedule support session offerings required for students, ATL Labs, Exhibitions, Experiential learning sessions.
- Ensured successful learning outcomes, by tracking academic progress using the student reflections/journals, formative and assessment methods.
- Improved Teacher Delivery methods through feedbacks and observation sessions.
- Assisted faculty and staff in duties such as teaching classes, conducting orientation programs and issuing transcripts.
- Determined course schedules and coordinated teaching assignments
- Successfully conducted External exams, Conducted and coordinated Annual days, cultural events for the school
- Successfully supported the team for obtaining CBSE affiliation for a new branch of the school

Teacher at Harvest International School, Bangalore (August 2013 to 2017)

- Class Teacher for a Section in Grade IV, Grade VII using the Mother teacher concept.
- Teaching Science for multiple sections in Grade IV, V, VI, VII, VIII
- Lead multiple activities for Grades and the Science department including sports activities, Annual day events, ATL Lab, External exhibitions, Competitions, 3rd party skill exams, Curriculum/Books finalization, Lesson planning, Science Projects.
- Set up practical learning sessions through field trips, environment based learning for Bio sciences, lab based learning for Chemistry and Physics.
- Counseling parents in areas of child development, Mentoring learners for overall personality and value system development.
- Training IIIrd, IVth, Vth, VIth, VIIth graders for various cultural and extra-curricular events.

Neev Academy, Bangalore (Class teacher & Science Faculty for 6 months)

VIBGYOR High, Bangalore

- Grade Coordinator; Secondary Teacher for Grade V, VI, VII at VIBGYOR High, Bangalore (June 2007 till April 2013);
- Set up Lesson plans for the entire Science curriculum of Grade V, VI, and VII.
- Taught Science for students of Grade V, VI. Biology and Chemistry for Grade VII.
- Set up practical learning sessions through field trips, nature studies, projects.
- Interacted with parents to identify areas of strengths, weaknesses in the students of the grades. Mentored students and parents in various areas of child development.
- Carried out the role of a Coordinator in the Schools Mega Annual Event – Viva.
- As a senior faculty guided other teachers on School processes and procedures, Implemented Curriculum defined, through the teachers in the Grade.
- Coordinated with various teams to ensure the smooth functioning of the grade.
- Helped teachers to improve their teaching styles through observations and trainings.
- Developed strong student-faculty-parent relationships.
- Coordinated class-tests, exams and quizzes for subject-based grading and evaluations
- Collected student performance data for progress tracking purposes.
- Budget and logistics planning for school trips and extra-curricular activities for Grades.
- Chairing and conducting Curriculum workshops for Teachers and faculty personnel.

Project Officer at C.P. Ramaswamy Environmental Education Center, (CPREEC), Chennai. (1996-1998)

- Independently organized and conducted environmental training programs for teachers, NGOs, School and college students, and industrial staff.
- Evaluated various NGOs under CPREEC in Tamilnadu and Kerala in their key performance areas.
- Carried out a study on 'The Demand and Supply of Firewood 'in a few villages in Ooty district of Tamil Nadu.

Qualifications

- MSc (Env Sciences), BSc (Botany) [University topper in both from Barathidasan University]
- BEd [Bangalore University]
- CIDTT [Cambridge University]

