



UshaP.G.

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Objective

- Self-motivated, enthusiastic educator with 22+ years of experience fostering a cohesive student learning environment.
- Primary attribute is the ability to provide instructional leadership based on current educational trends and research.
- As an Academic Coordinator, I would always like to support the organization in adopting and implementing the CAIE & IB programme and provide students with the best learning strategies, skills, and resources to excel on global platform.

Professional Strengths

- Certified MYP Coordinator, IBMYP & IBDP Physics teacher, AS & A Level Physics teacher and CAIE Exam officer.
- Strong decision making and problem-solving skills.
- Able to motivate and lead others in a team environment.
- Able to prioritize tasks and workloads in order of importance.
- Able to take responsible for managing the academics of the organization.
- Have learnt and used different techniques, technology and tools for educating students for effective and efficient teaching.
- Immense ability to administer current teaching techniques.
- Excellent knowledge of CAIE and IB assessment practices.
- Experience in full e-Learning development process.
- Comprehensive knowledge of CAIE, IBMYP and IBDP standards, principles and practices.
- Ability to maintain records of students about their progress, interests, and skills.
- Experience in conducting in-house PD sessions for teachers.

Professional Experience

23+ YEARS OF EXPERIENCE AS ACADEMIC HEAD, CURRICULUM HEAD, CAIE & IB COORDINATOR, HEAD OF DEPARTMENT, EXAM HEAD, SUBJECT MATTER EXPERT & SENIOR PHYSICS TEACHER

CAIE Coordinator

Global Indian International School, Whitefield

June 2022 to till date

Job Profile:

- Responsible to implementing the Cambridge curriculum and philosophy effectively.
- Responsible for presenting and promoting the programme within and outside the school.
- Interacting with the University of Cambridge for Assessment needs and coordinate for examination activities.
- Organizing the CAIE assessments and ensuring the safety of question papers, answer scripts and dispatching the answer scripts in a secure manner to CAIE.
- Responsible for providing necessary CAIE resources for teachers for effective teaching and learning to happen in the classroom.
- Guide teachers in developing and updating various teaching aids, curriculum materials, scheme of work, past paper questions, annual curriculum plans, lesson plans, unit plans, worksheets and other resources.
- Ensure implementation of Administrative Systems, Processes and Policies as suggested by the Head Office and conduct Audit at intervals.
- Conduct Curriculum workshops and PD sessions including discussions on support programme and special education needs.
- Observe lessons in each subject area on a daily basis and provide timely curriculum related feedback to Teachers.
- Plan/Organize /Coordinate all the events such as Parent Orientation, PTA, PTM, Field Trips, Sports Day, Annual Concert, Special Events, Culminating activities and all Competitions as per the guidelines.
- Extra-curricular Activities to be conducted as per guidelines given by the Head Office
- Ensuring implementation of HR Policies and processes as per guidelines of the Head Office in relation to Appraisal, Induction, Recruitments, Transfers, Joining and Exit.
- Record keeping and maintenance.
- To teach IGCSE and IB Physics
- To acquire information from the Teachers regarding the identified student's case.

- Delegate duties to the Teaching and Non-Teaching staff (Teachers) for all the events.
- Proxys Teachers to be arranged accordingly.
- Maintaining the records of extracurricular activities along with the list of students gradewise.

**IB MYP and DP Coordinator TCIS,
Whitefield
February 2020 to April 2022**

Job Profile:

- Develop and implement interesting and interactive learning mediums to increase student understanding of MYP Physics.
- Mentoring teachers and model good inquiry practice in the classrooms
- Leading professional development sessions for faculty.
- Overseeing curriculum review and facilitating curriculum development across the whole school.
- Supporting teachers in the development of assessment tools in line with the school's assessment policy.
- Ensuring that Grades 6 to 10 have a well-organized curriculum that is articulated with the IB PYP and IB DP, ensuring that there is concurrency of learning between classes in the same subject and level.
- Ensuring that the planning and teaching of the IB Learner Profile (LP) and of Approaches to Learning Skills (ATL skills) show a coherent development from Grade 6 to Grade 10.
- Developing and using assessment results to lead curriculum review and development and ensuring that these results are used, where appropriate, in reflection upon teaching practice.
- Conduct small group and individual activities based on differentiated learning needs.
- Assist students in their Personal project, Community project, EE and IA research work.
- Assist students in MYP Service as action and DP CAS experience and project.
- Coordinate in developing and delivering technical teaching materials and courses.
- Facilitating collaborative planning
- Assist teachers in creating and designing IB unit plans and assessments.
- Maintain reports and records in the school management software system.
- Communicate professional development opportunities to staff.
- Implement MYP program by drafting a schedule, planning activities, arranging resources and overseeing the proceedings of the activities
- Coordinate with education board members, teacher, parents and students for successful implementation of the MYP programme.

DP and CIE Physics Teacher, CIE Exam Head, Assistant Academic Coordinator, Head of Science CIE and IBDP, Tech. Integrator.
Ebenezer International School
June 2016 to December 2019

Job Profile:

- Teaching class 9 to 12 IGCSE and IB curriculum.
- Evaluate and grade students' class work, laboratory work, assignments, and papers.
- Compile, administer, and grade examinations, or assign work to others.
- Maintain student attendance records, grades, and other required records.
- Work on teachers timetable and assessment timetable
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Supervise IA's, EE's, internship, and research work of IBDP students
- Work with various faculty, SMEs, trainers and other experts in the continued development of the organization vision of maximizing learning and teaching methodologies.
- Creating instructor-led training materials and self-paced learning content in iTunesU courses using Apple iPad for 10IGCSE, AS level, A level, and IBDP curricula.
- Developing PPTs with Keynote presentation and explain everything app, Stop motion movies, iMovies, Clips, Book creators, etc.
- Developing, coordinating, writing and editing educational content such as lesson plans, student trackers, assessment sheets for FA's and SA's – class 9 to 12, and incorporate current technology for developing specific curricula and curriculum roadmaps.
- Planning and organizing hands-on activities and practical scheme of work that encourage active student participation, involvement, and team work.
- Using software such as Logger pro and other graphing analysis software for IBDP individual investigations, group 4 project, TOK and Extended essay work.
- Discussing and decision making based on 'Result Review Analysis' of students performance in FA's and SA's for improving the results.
- Setting SMART goals for students and teachers.
- Creating a detailed unit planner for IBDP curriculum in Managebac.
- Implementing and managing IB programmes, deadlines and assignments efficiently through Managebac.
- Responsible to run and administer exams successfully.
- Completed Category 1 training for IBDP Physics SL and HL.
- Completed AS & A level 9702 Extension online training

**SME and Academic Head – Physics/Science,
Crescendo Knowledge Solutions, Hyderabad
August 2011- March 2016**

Job Profile:

- Supported and trained teachers and coordinators on the content curriculum modules, their usage, applicability etc.
- Monitored the application of the developed content method technique in class rooms by regular auditing in school.
- Provided timely feedback to the coordinators in terms of scope of improvement.
- Scheduled periodic meeting with the coordinators and principals.
- Responsible for representing in schools for teacher training, mentoring programme, audits and assessments, parent orientation programme in schools
- Demonstrated a Perfect Classroom to teachers.
- Responsible for the supervision and general discipline of the school.
- Designed, applied and evaluated programs to help in the achievement, career planning of students
- Framed Integrated Curriculum for IIT foundation for class 6, 7, 8, 9 and 10 for Physics.
- Curriculum designing based on IB, IGCSE, ICSE and CBSE boards.
- Created curriculum support materials such as micro schedules, lesson plans, course content books, worksheets, grand tests, assessment papers in Science and Physics for K- 12 segment.
- Conducted sessions for IIT foundation, Intensive coaching for Class 10, Olympiad examination and other competitive examination for students in school.

Vagdevi Vilas School, Bangalore
Senior Physics Teacher May 2009 – April 2011

Job Profile:

- Taught the 9 to 12 levels.
- Evaluated students' class work, laboratory work, assignments, and papers.
- Taught with an interactive white board and digital content.
- Supervised students in a variety of school-related facilities.
- Monitored and evaluated the student outcomes and guided further.
- Communicated and interacted effectively with students, parents and staff.
- Provided an atmosphere and environment conducive to development of children.
- Ensured to develop, select, and modify instructional plan and materials effectively to meet the student's needs and abilities.
- Designed and implemented instructional activities such that they contribute to a climate where students are actively engaged in a meaningful learning experience.
- Encouraged the students to be actively engaged in the learning process.
- Implemented CCE through continuous formative assessment such as projects, presentations, group discussions, survey, making scientific models etc.
- Collaborated with peers to enhance the instructional environment.
- Established and maintained cooperative working relationships.
- Ensured proper student behaviour during their stay in the campus.

Tutor Orbit (www.tutororbit.com)

**(Formerly E-Knowledge Services, Bangalore, Karnataka
www.knowledgeonlineservices.com)**

**2.2 years of experience as 'Senior Online Tutor
and Academic Coordinator.**

September 2005 – April 2008

Job Profile:

- Tutored Physics, Electronics, Chemistry and Math for students based on IB, IB, IGCSE, ICSE, CBSE, US Curriculum.
- Developed customized content, worksheets, question banks, lesson plans story boards for Physics, Electronics, Chemistry and Math for IB, IGCSE, ICSE, CBSE, US curriculum.
- Tutored students with multimedia animations and power point presentations.
- Interacted and instructed the tutors and technical team for developing CBT's and WBT's.
- Designed and systematized the content.
- Conducted training programs for tutors.
- Generated daily, weekly and monthly reports of tutoring sessions, homework help and online content.
- Scheduled, organized and monitored the online sessions for tutors.
- Assisted and Coordinated with tutors, counselors and the technical team for implementation of presentations and demo.
- Trained and helped on WEBEX application and other new software for tutors.

Aban Informatics, Chennai

August 2000 – September 2005

5 yrs experience as Academic Coordinator & Online Teacher.

- Active participation in the development of the educational portal www.classontheweb.com

Job Profile:

- Assisted and Instructed teachers and technical team.
- Scheduled and Organized online classes and homework help for tutors.
- Managed and assisted in developing content, worksheets, question banks, story boards for Science and Maths.
- Creating lesson plans.
- Coordinated with multimedia team for developing CBT's and WBT's.
- Answered the queries of the students through mail.
- Created documents for the revised syllabus in Physics and Electronics.
- Online content Edited and Organized.
- Developed and systematized the online content with respect to new online courses.

Technical Skills:

- Proficiency in Microsoft Office applications including Word and PowerPoint, par content.
- Familiar with tools like Microsoft FrontPage, Coral Draw and Page Maker.
- Experience working with Paint shop pro, Macromedia Flash and Adobe Photoshop.
- General understanding of principles of page layout and design.

Non-Technical Skills:

- Ability to learn new software and/or languages
- Ability to work independently and as part of a team
- Strong interpersonal skills
- Analytical and investigative mind
- Ability to handle multiple tasks
- Understanding of content requirements of the Web, including site architecture, navigation, labelling and accessibility.
- Outstanding verbal and written communication, research and analytical skills.

Education

ACADEMIC PROFILE:

Indira Gandhi College of Special Education (2019 - 2021)

- Bachelor of Education (B.Ed.), Physics and Chemistry

Anna University, Chennai, (1999 - 2000)

- M.Phil., Physics - Specialization in Nonlinear Optics.
- Project - OPTICAL SOLITONS IN NONLINEAR FIBER OPTICS WITH DAMPING.
- Active participation in seminars like Nonlinear Physics and High-Pressure Physics.

Annamalai University, Chidambaram, TN (1997 - 1999)

- M.Sc., Physics – Specialization in Advanced Electronics.

Madras University, Chennai (1994 - 1997)

- B.Sc., Physics

Personal Details

- Date of Birth -17/12//1975
- Marital status – Married
- Hobby/Interest – Clothing and Designing
- Languages known –English, Telugu, Tamil
- Address:
S26, PSR Flora, Chembenahalli, Sarjapur main
road, Bangalore - 562125

Declaration:

I, USHA P.G. assure that all the information furnished above is true to the best of my knowledge

(USHA P.G.)