

Carolyn Morris

Principal/Vice
Principal/School/Section
Coordinator or Post Graduate
Teacher



Personal details



Carolyn Morris



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700084 Kolkata



May 9, 1996



Kolkata



Female



Indian



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Skills

Leadership	●●●●●
Organization	●●●●●
Communication	●●●●●
Analytical skills	●●●●●
Attention to detail	●●●●●

Profile

With a Post Graduation and Bachelor of Education degree and years of experience as a PGT, School Coordinator and Academic Head, I am well-equipped to take on a leadership role as Principal, Vice Principal, Academic Head, Section Coordinator or a Post Graduate Teacher. I possess excellent communication skills and a strong attention to detail, allowing me to effectively manage academic programs and lead teams towards achieving educational excellence. If given chance, I'll do my best to add feathers to any institution. My passion for education and dedication to student success make me a valuable asset to any educational institution.

Education

Secondary Education

St. Mary Goretti Girls High School, Asansol
Board: WBBSE

2011

Higher Secondary Education

St. Mary Goretti Girls High School, Asansol
Board: WBBSE

2013

Graduation

Jogamaya Devi College, Kolkata
University of Calcutta

2017

Post Graduate

Masters in Hindi
University: IGNOU

2022

Bachelor of Education

Al Rashid College of Education, Kolkata

Present

Employment

Senior Academic Coordinator

Jun 2019 - Jan 2022

Pathfinder Higher Secondary Public School, Siliguri

- Coordinating various faculty searches and maintaining faculty search database.
- Collaborating with faculty to conduct new student workshops.
- Assisting with the management of schedules, student payroll, room and instructional supplies.
- Providing guidance to students on academic goals and academic issues.
- To assist students in course selection, study habits and career selection.
- To work with parents, teachers and counselors to address student behavioral, academic and other problems.
- Coordinating with teachers and center coordinators to develop lesson plans.

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Languages

English	● ● ● ● ●
Hindi	● ● ● ● ●
Bengali	● ● ● ● ●

Hobbies

- Reading
- Music
- Travel

PGT Hindi cum HOD

Mar 2022 - Feb 2023

Galaxy English Medium School, Diu, Gujarat

- Planning lessons in specific subjects and presenting them to students in an engaging everyday manner using creative teaching techniques.
- Maintaining clear rules for a disciplined classroom that still allows students to feel comfortable asking questions and brainstorming.
- Adopting lesson plans when class sizes change or students are struggling with a particularly difficult concept.
- Contacting parents when necessary, thinking of students' special needs or concerns.

Founder School Coordinator/Academic Head

Mar 2023 - Present

Mount Litera Zee School, Chanchal, Malda

- Setting performance objectives for students and teachers.
- Developing long-term plans and strategies to achieve the school's objectives.
- Implementing and monitoring school policies and safety protocols.
- Overseeing administrative tasks.
- Oversee day-to-day school operations.
- Set learning goals for students and teachers based on NCFSE and NEP 2020.
- Monitor and report on teacher performance.
- Interview and hire school personnel.
- Provide guidance and counseling to teachers and parents.
- Handle emergencies and school crises.
- Organize school events and assemblies.
- Research new resources and techniques to improve teaching.
- Providing overall guidance and direction to ensure the school operates in alignment with its mission and values.
- Serving as a liaison between the school administration, teachers, parents, and external stakeholders.

Certificates

Principal's Conference 'Eduverse'

Nov 2023

Achievements

MLZS Chanchal has been awarded the Ascent Zonal Certificate (Star & Jewel Awards) for four consecutive times during my tenure.

Kolkata

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