

KG Coordinator

Job Description

- Should foster professionalism, commitment and ethical conduct of Kindergarten operations inside the campus
- The Coordinator shall be responsible for interaction and fulfilment of all obligations of IB and Montessori form of education from time-to-time
- To effectively promote the International Curriculum among the approaching crowd and convert walk-in's into admissions
- To supervise and assist the admission functions of the school, including internal marketing, external outreach, social media campaigns leading to tangible results
- Actively engage with staff and student groups proactively and understand their concerns, sort it out on a daily basis
- Plan, prepare, publish and implement the Coordinator's weekly class observation schedules with observation parameters resulting in class room delivery excellence of teachers
- Secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination
- Be a contributing member along with other stakeholders during the planning phase of any new requirements and implementations as per the Management's decision as part of enhanced reform.
- Ensure to meet the parents in appropriate forums and understand their concerns and feedbacks and work upon providing solutions to the concerns raised by the parents.
- Ensure to meet parents on prefixed appointment basis either if the parents want to meet and discuss with the Coordinator or if the Coordinator has to discuss about the academic progress and overall wellbeing of the student in the school and beyond.
- Adhere to the code of conduct of TIPS.
- Identify and forecast the infrastructural requirements including classrooms, laboratories and other allied facilities well in advance to the management to plan for the same.
- Be a contributing member during the preparation of Annual Events Calendar and offer suggestions/ inputs to the Events Coordinator to firm up the event dates well in advance.
- To ensure that PTM, SLC, Interschool and internal fests are organized at regular intervals
- Inform teachers of deadlines for submission of course work, predicted grades, moderation of assessment, internal assessments and any other reports/documentation
- To ensure organization of work in the absence of teachers
- To promote the health and safety among the students and staff of the programme
- Documentation and Record Maintenance are as essential as any other responsibility of the Principal

Desired Candidate Profile:

- Female Candidate Only
- Should have the ability to manage a diverse and demanding workload
- Should be able to participate in expanding the school and in particular help to develop the team spirit
- Should have a minimum of 3 successful years of leadership experience in KG Curriculum and that includes admission generation towards growth
- A creative leader with a proven track record of leading mission, vision and strategic plan driven change
- Excellent interpersonal and strong communication skills
- Willing to Join immediately at Jubilee Hills, Hyderabad campus