

Centre Head

Roles and Responsibilities

Required Experience:

- Will be responsible for the day to day activities of the center and will ensure that the center function is organized and efficient and produces operational efficiencies.
- Plan/Organize /Coordinate all the events such as Parent Orientation, PTM, Field Trips, Sports Day, Annual Concert, celebration days as per the guidelines, assigning duties to all staff.
- Maintain day-to-day activities and send regular feedback.
- Maintain student record
- Demonstrate excellent oral and written communication skills and the ability to communicate effectively with a diverse group of colleagues, parents, and families and establish and maintain communication with parents of students in the program.
- Supervise teachers and other support staff

Desired Candidate Profile

- Ability to lead effective learning and care programmes.
- Must be highly proficient in Communication
- Capability to study and understand the training program.
- Should have knowledge of working on computers that includes MS Excel, Word, Google Drive, etc.
- Ability to work with parents and encourage their involvement.
- Should be team player