

Roles and Responsibilities of Coordinator

1. Assist in implementing educational laws and regulations formulated by the MOE.
2. Assist in preparing the academic calendar.
3. Assist in the supervision, observation, and evaluation of teachers and staff.
4. Grant leave to the teachers, issue Gate Pass and update the Human Resource Department of the same.
5. Create a safe and secure teaching environment for the faculty.
6. Oversee the discipline of the students.
7. Keep an eye in the block building during breaks and lunch time.
8. Interact with the students and inculcate in them the habit of speaking in English.
9. Take substitution classes as and when required .
10. During the morning and afternoon assembly, bring the students to order and line them up as quickly as possible.
11. Take interest in sports so that students take you as their role model and take interest in sports.
12. Check the attire and hair style of the students during assembly and if required, give warning or take action against students who do not maintain themselves up to the sanctity of the school.
13. To oversee the smooth flow of the students during breaks and before and after school.
14. To help out during the activity classes.
15. To help out during the evening assembly, maintaining bus lines, till the final bus leaves.
16. To work in harmony with the departmental Staff so as to create and maintain a good working environment.
17. To assist the Principal and the Vice Principal in the day to day activities of the school.