



Role: School Principal

Organization: SEED Schools (www.seedschools.in)

Place: Hyderabad (multiple locations within the city)

SEED Schools was established in June 2013 with a vision to provide high quality education to children from low-income families. SEED partners with schools to provide academic and operational support. SEED team consists of passionate dynamic professionals dedicated to improve student-learning outcomes and create deep impact in the sector. By using innovative pedagogy and technology driven solution, SEED aims to improve learning levels and prepare leaders of tomorrow. SEED currently runs three schools in Hyderabad and aims to grow rapidly in coming years. At the early stage of its operation, the organization provides its employees a great platform for professional growth along with opportunity to create deeper social impact.

SEED is promoted by:

Harish Mamtani (www.linkedin.com/in/harishmamantani/)

Manish Kumar (<http://in.linkedin.com/in/manishkumarsah/>)

Funded by Acumen Fund (<http://acumen.org/>)

You can find more information on our Career Portal at <http://seedschools.in/careers/>

Role Summary: SEED Schools is looking for a passionate and dynamic Principal for one of its schools. This is a critical role and the selected candidate will be responsible for running one of the SEED Schools by driving entire academics and school operations with support from SEED head office team. The role requires strong sense of ownership and mid-long term commitment; the candidate will be rewarded appropriately through performance linked incentives and a fantastic working atmosphere.

Below is the details of the responsibilities and qualification for the role of Principal at SEED Schools.

Primary Responsibilities:

1. Academics, Team Building and Parent Engagement:

- The Principal would be the *instruction in-charge* at the school and would be the primary person responsible for enhancement of learning level of students.
- Work closely with SEED academic team to implement curriculum and training programs.
- Take initiatives to ensure all-round development of students.
- Develop **child friendly culture** at the school to provide holistic education to children.
- Promote activity based learning
- Implementation and monitoring of third-party student learning programs.
- Ensure appropriate and timely lesson plan preparation and submission by teachers. Provide training and support to teachers if required.
- Maximum and efficient utilization of key resources of the school - library, computer, science lab etc.
- Team building and maintaining excellent culture and discipline at the school. Responsible for Teachers and staff recruitment and management.

- Maintain high retention rates.
- Ensure high teachers attendance and proper substitution planning.
- Planning of various events –Intra and Inter-school which promotes student learning and all-round development. E.g. annual day, various celebrations and cultural programs, competitions etc.
- Planning of annual school calendar, timetables etc.
- Safety of students is of highest priority and the Principal is expected to take all necessary measures.
- Plan and conduct regular PTMs and other parent engagement programs
- Training and professional development of teachers and staff through in-house designed and 3rd party programs.
- Counselling students, teachers and parents

2. School Operations & Administration:

- Manage day to day functioning of the school
- Responsible for timely fee collection with the help of support staff. SMS communication and reminder support to be provided by the HO.
- Manage and monitor small expenses at the school. Ensure proper voucher preparation etc. Training to be provided by the HO team.
- Weekly accounting audit will be performed by the HO team.
- Ensure accurate and timely student data entry in ERP system. Training to be provided by the HO team.
- End/beginning of the year resource planning e.g. textbooks, benches, stationery etc.
- Submit various reports to the HO including daily, weekly and monthly reports.
- Monthly staff attendance and salary report preparation
- Oversee school transport facility provided by a 3rd party. Ensure timely pick-up and resolution to complaints when they arise.
- Bus route planning
- Work with the HO team to prepare and plan annual school budget. Responsible for expense management within the budget.
- Manage various reporting requirements to the Education Department and record keeping at the school.

3. School Growth:

- Responsible for enrollment growth. Marketing support will be provided by the HO.
- Ensure minimal student attrition through strong academics and parent relationship
- Give inputs to Business development team at HO for marketing initiatives and preparing various marketing collateral.
- Drive teachers and staff to engage with the community through various activities
- Train teachers and parent counsellors to handle parent enquiries
- Ensure smooth new enrollment process

Experience:

At least 2 years of experience in a leadership/supervisory (Principal, Vice Principal, Team Head etc.) role at schools or other educational institutions. Overall over 7 years of experience in schools/education.

Other Skills required for the job profile:

- Entrepreneurial mindset- self driven and takes full ownership. Can run the school even with minimal support from the HO team.
- Exceptional written and oral communication skills in English. Should be fluent in Telugu also.
- Can conduct or facilitate teacher trainings
- Parent communication and management skills
- Excellent team management skills. Should be good at managing conflicts.
- Should be comfortable with email communication and basic knowledge of Microsoft Office tools- excel, power point and word. Email would be the primary mode of communication with SEED HO team. Basic training will be provided by the HO.
- Ability to understand the big picture while delving into the details at all times. Ability to set a clear vision and drive the team towards that vision.
- Process oriented

Please send your resume to career@seedschools.in