



NAKHLAH
Educational House For Islamic Grooming

Job Title: Academic Coordinator

Roles and Responsibilities

- To provide day to day leadership for the school along with leadership in curriculum development.
- Establish good relationship, encourage good working practices and support and lead the subject coordinator towards better performance by holding meeting with them on periodic basis.
- To plan and ensure the implementation of academic and assessment activity.
- To evaluate the teaching of all subjects through the subject coordinator's feedback and by monitoring of teachers planning and making reports accordingly.
- To keep a check on the quality of delivery of lesson by classrooms observations periodically.
- To identify the areas of training and development of subject coordinators.
- Planning scheduling, arranging and managing implementation of co-curricular activities e.g., essay writing competition, debate day, project presentation day, spelling competition, knowledge quiz, etc.
- Handling queries of parents related to students progress.

Knowledge and Skills Requirement

- A good know-how of all subjects.
- Positive attitude and good interpersonal skills.
- Good skills in Microsoft Office, internet and reporting skills.
- Good communication skills.
- Good decision making skills.
- Able to work under stress to meet tight deadlines and handling multiple tasks.

Experience

Preferably 3 years of experience in a similar capacity and 5 years of teaching experience.

Educational Qualification

Preferably Masters
Minimum Bachelors
Montessori Diploma