



Job Title: Academic Coordinator

Department: Academics Administration

Roles and Responsibilities

- To coordinate with the Principal for all academic decisions and take his/her consent for any necessary decision or policy sop's enforcement against students or reporting staff.
- To establish and maintain strong relationships with parents, staff, and students. Any concerns raised should be addressed with counseling and mutual understanding.
- To strive to improve the academic standards to meet the CAIE academic strengths.
- To coordinate with teaching staff for syllabus follow up and lesson planning.
- To observe the teaching/learning activities in class, monitor the quality of lesson delivery, checking classwork, homework and exercise books through informal and formal observations.
- To ensure that the teachers meet the deadlines in preparing, conducting and checking papers, and preparing tabulations and results.
- To monitor students' behavior and progress and develop interventions for holistic improvement.
- To check the physical seating arrangement of classrooms.
- To check the periodical displays of class softboards, environmental/thematic boards, staff room and other areas of the campus, keeping Islamic values and Integration as basic elements.

Knowledge and Skills Requirement

- Sufficient and appropriate knowledge of Islam
- Practicing of Islam
- Good English language skills
- Good communication and interpersonal skills
- Meeting deadlines and handling multiple tasks
- Conflict resolution
- Critical thinking
- Awareness of teaching methodologies and best CAIE practices
- Understanding of various subjects and the subject philosophy
- Good skills to work on computer softwares and virtual teaching/learning

Experience

Overall 5 years of teaching experience including 3 years of experience in similar capacity

Educational Qualification

Preferably Masters

Minimum Bachelors