

Compassionate Schools in Sukkur: Government Girls High School- Arain

JD – School Coordinator:

Specific responsibilities include, but are not limited, to the following:

- Performs administrative tasks for the day to day management and coordination of activities.
- Responsible for required data collection and evaluation.
- Support teachers in the development of scheme of studies/ curriculum planner and lesson plans
- Monitor regularly and ensure that the teachers follow curriculum planner, time table and lesson plans
- To maintain an active involvement in the wider educational community
- Assures the functioning of all EMO school KPIs are effectively linked to school curriculum and fulfill the basic principles of EMO schools.
- To collaborate with the Principal, TA, Teachers and head office in the identification, support and monitoring of weak students and students with special needs
- To prepare weekly, monthly and quarterly activity progress reports
- To maintain regular communication with parents about the progress of their children
- To plan and implement community engagement activities for the School
- Facilitate visits of partner organizations and their activities as per the directions from the head office.

Please send your CV at hr@charterforcompassion.org.pk clearly mentioning the position in the subject line. Only relevant candidates will be called.