

Principal's Duties and Responsibilities

With schools facing increased pressure to improve teaching and learning, the duties and responsibilities of principals have expanded further to include:

- + Leading school reforms that would raise student achievement, which often hinged upon principal's ability to create a shared vision within the teaching community.
- + Implementing new organizational structures that engage teachers in shared decision making.
- + Facilitating the school's interactions with parents and others in the school community.
- + Interacting with parents who serve on school advisory boards, parents/teacher organizations, and booster clubs.
- + Keeping schools safe. This responsibility includes ensuring that facilities and equipment are safe and in good working order.
- + At the elementary level to ensure constant supervision of very young child and for higher grades, the need for supervision changes as students mature.
- + The responsibility for supervision remains high for handicapped students.

Responsibilities of our vice-principal

1. Upkeep of the school premises.
2. All stores and supplies (covering the whole cycle from the initial purchase to the final disposal including condemnation of unserviceable items).
3. Group D staff- allotment and monitoring of their work.
4. General discipline of the school.
5. The morning assembly.
6. Physical Education.
7. Co-curricular activities.
8. Extracurricular activities (including horticulture).
9. Special celebrations.
10. Preparation of the school timetable and assigning substitution periods (under the general guidance of the principal).
11. Internal Examinations.
12. The SAC (of which he should be the Chairman).
13. Monitoring and finalizing library requirements.
14. Assisting the principal in fulfilling the latter's responsibility in assessing the classroom teaching of all teachers. A standardized format for this purpose may be prepared by the Academic Unit.
15. Assisting the principal in checking at random the homework and class work of students. Any discrepancy observed must be reported to the principal for necessary action.

Duties and Responsibilities of Headmistress

1. To prepare the school time table, CCA and sports calendar in the beginning of the academic session.
2. To monitor the day-to-day class room teaching of all teachers.
3. To regularly check the teacher's diaries, note books, test corrections and students attendance registers etc. and submit a month wise report to the Principal.
4. To conduct staff meeting, subject committee meetings and school Advisory Committee meetings and send a report to the Principal.
5. To take 12 teaching periods per week.
6. To supervise cleanliness of the school.