

## **Responsibilities of each staff in a school**

### **1. Principal / Head of School**

#### **Strategic Leadership**

Develop school vision, mission, and long-term goals.

Set academic and operational KPIs.

Lead accreditation, inspections, and compliance processes.

#### **Governance & Policy**

Draft and enforce school policies.

Ensure legal and regulatory compliance.

Liaise with the school board and education authorities.

#### **Management**

Oversee recruitment, training, and performance appraisal of staff.

Manage crisis, discipline, and public relations.

Supervise budgets, finances, and resource allocation.

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### **2. Vice Principal / Academic Dean**

#### **Academic Oversight**

Coordinate curriculum development and subject mapping.

Monitor teaching quality and academic performance.

Plan assessments, internal audits, and lesson reviews.

#### **Operational Support**

Develop academic calendars and class schedules.

Supervise academic events (fairs, competitions, seminars).

Handle teacher coordination and substitution planning.

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### **3. Heads of Departments (HODs)**

#### **Curriculum & Instruction**

Customize syllabus plans to align with board and school goals.

Mentor teachers on pedagogy and subject matter expertise.

Approve lesson plans and learning objectives.

#### **Performance Management**

Conduct classroom observations.

Analyze subject-level performance data.  
Recommend teaching resources and interventions.

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#### 4. Teachers

##### Instructional Design & Delivery

Create lesson plans and instructional materials (including digital).  
Deliver differentiated instruction for varied learning needs.  
Use blended learning methods (LMS, smart boards, etc.).

##### Assessment & Reporting

Design formative and summative assessments.  
Track learning outcomes and behavioral records.  
Prepare report cards and individualized education plans (IEPs).

##### Engagement & Development

Conduct parent-teacher meetings.  
Promote class participation and co-curricular activities.  
Identify and refer students needing support (academic, emotional).

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#### 5. Class Coordinators

Manage classroom logistics and behavior issues.  
Track attendance, punctuality, and uniform compliance.  
Act as liaison between students, parents, and subject teachers.

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#### 6. Admin Staff / Office Manager

##### Admissions & Enrollment

Manage application forms, entry tests, and orientation.  
Process student data entry and ID issuance.

##### Finance & Compliance

Handle fee invoicing, receipts, and payment tracking.  
Maintain school financial reports and audits.

##### Facility & Inventory

Coordinate maintenance, safety checks, and supplies.  
Manage contracts with vendors and service providers.

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#### 7. IT Administrator / EdTech Coordinator

Administer school management systems (ERP, LMS, portals).  
Manage user accounts, access rights, and digital content.  
Ensure cybersecurity and data protection compliance (GDPR/FERPA).  
Train staff and students on educational technology.

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#### 8. Librarian / Media Specialist

Maintain physical and digital cataloging system (OPAC).  
Support curriculum with curated resources.  
Host reading programs, book clubs, and citation training.

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#### 9. Counselor / Well-being Officer

Offer one-on-one and group counseling (academic, social, mental).  
Coordinate with teachers for early detection of issues.  
Maintain confidential student records and referral plans.

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#### 10. Examination Controller / Academic Registrar

Design exam timetable, invigilation schedule, and room allotment.  
Secure exam content, grading, and moderation.  
Generate mark sheets, transcripts, and data analytics.

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#### 11. Co-curricular Coordinators

Plan events, clubs, competitions, and cultural programs.  
Maintain participation records and skill development logs.

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#### 12. Support Staff (Security, Janitors, Transport)

Ensure campus cleanliness, safety, and logistics.  
Manage transport schedules, fuel usage, and driver conduct.  
Monitor visitor entry and student safety protocols.