**MARON LEARNING CENTRE PRIMARY SCHOOL**

**SPECIFIC ROLES/DUTIES OF DIRECTOR OF STUDIES**

**1.** Acts in the absence of the head teacher and the deputy head teacher.

2. Ensures that all the academic functions of the school are effectively managed and continually improved.

3. Set policies that govern the curriculum.

4. Supervise teachers’ performance as far as classroom teaching and general academic progress is concerned.

5. He/she is in charge of excursions, debates, societies and quiz in a school.

6. Organizes remedial class teaching for pupils in need.

7. Approves the class time tables and draws the general school time table.

8. Ensures that all teachers get familiar with their roles.

9. With the help of all heads of department, enumerate and forward lists of stationary to the head teacher’s office.

10. Co-ordinates all the activities of class teacher, duty masters/ mistress, heads of department and subject heads.

11. Checks and approves schemes of work, lesson plans before they are used to conduct any lesson.

12. He/she works hand in hand with the deputy head teacher and the head teacher to interpret the syllabus to the teachers.

13. He/she is responsible for the school general academic performance.

14. He/she demonstrates how to make good schemes of work, lesson preparations and gives constructive remarks.

15. He/she ensures the proper teaching of the right content of each subject in a particular.

16. He/she is the chairperson of the school Academic Board and also the chairperson of the school Examinations Board.

17. He/she is responsible for conducting the setting and marking of the monthly tests and terminal examinations and producing the final result sheets in conjunction with the class teachers.

18. He/she organizes both internal and external seminars.

19. He/she advises the head teacher on;

(a) Class allocation.

(b) Appointment of the departmental and subject heads.

(c) The academic field.

20. He/she advises the academic board on;

(a) The promotion of pupils.

(b) The admission of pupils.

21. He/she draws the weekly staff roster

22. He/she inspects the classroom teaching and gives appraisals.

23. He/she ensures that the record of work is in place for reference.

24. He/she conducts interviews for the new pupils in the school.

25. He/she supervises the prep lessons on regular basis.

26. He/she establishes the working relationship with the selected schools for purposes of uplifting the academic standard of the school.

27. He/she organizes the academic assemblies.

28. He/she can recommend the termination of service of a teacher who may have proved incompetent.

29. He/she organizes the educational tours in guidance from the head teacher’s office.

30. Ensures that teachers use learning/teaching aids during the teaching and learning process.

31. Ensures that teachers follow up the slow learners in each school.

32. Does any other duty that may be assigned to him/her by the head teacher.