**TASK: 03**

**1. Business Introduction**

**Business: "Harmony International School"**

**Vision:**

"To nurture and empower the next generation of leaders by fostering a holistic and inclusive learning environment where each child can unlock their full potential."

**Mission:**

* To deliver high-quality education through innovative teaching methods, personalized learning, and community engagement.
* To provide a supportive environment that values diversity, creativity, and lifelong learning.
* To cultivate strong moral and ethical values in students, preparing them to succeed in a global society.

**Objectives:**

* Provide exceptional education for students from diverse backgrounds.
* Develop a well-rounded curriculum that integrates academics, arts, and sports.
* Ensure the emotional, social, and academic development of every student.
* Maintain a high level of employee satisfaction through professional development and a fair reward system.

**2. (JD), (JS), (KRA), and (KPI)**

**Position 1: Principal**

* **Job Description (JD)**:
  + Oversee the day-to-day operations of the school.
  + Implement educational programs and curriculum.
  + Lead and mentor teachers and staff.
  + Build relationships with parents, community members, and education authorities.
  + Ensure compliance with local and national education standards.
* **Job Specification (JS)**:
  + Education: Master's degree in Education or Administration.
  + Experience: 5-7 years in educational leadership.
  + Skills: Leadership, communication, problem-solving, decision-making, and strategic thinking.
* **Key Responsibility Areas (KRA)**:
  + Curriculum management and educational program implementation.
  + Teacher performance and development.
  + Student academic success and well-being.
  + Compliance with educational standards and policies.
* **Key Performance Indicators (KPI)**:
  + Student academic performance and graduation rates.
  + Teacher satisfaction and retention rates.
  + Parent and community engagement levels.
  + Compliance with regulatory requirements.

**Position 2: Head of Administration**

* **Job Description (JD)**:
  + Manage the school’s administrative functions, including facility management, security, and logistics.
  + Supervise non-teaching staff.
  + Oversee budget planning and financial operations.
  + Ensure the smooth operation of all support services, such as transportation and cafeteria.
* **Job Specification (JS)**:
  + Education: Bachelor's degree in Business Administration or equivalent.
  + Experience: 3-5 years in administration or operations management.
  + Skills: Organization, financial management, communication, and problem-solving.
* **Key Responsibility Areas (KRA)**:
  + Facility management and maintenance.
  + Budget and financial management.
  + Administrative staff supervision.
  + Safety and security management.
* **Key Performance Indicators (KPI)**:
  + Operational efficiency and budget adherence.
  + Facility condition and maintenance response time.
  + Staff satisfaction and performance.
  + Incident response time and security compliance.

**Position 3: Senior Teacher**

* **Job Description (JD)**:
  + Deliver high-quality instruction in assigned subjects.
  + Mentor and coach junior teachers.
  + Develop and implement lesson plans.
  + Assess and monitor student progress.
  + Foster a positive and engaging classroom environment.
* **Job Specification (JS)**:
  + Education: Bachelor’s degree in Education or subject-specific area.
  + Experience: 4-6 years of teaching experience.
  + Skills: Communication, teaching, mentoring, subject matter expertise, and classroom management.
* **Key Responsibility Areas (KRA)**:
  + Classroom instruction and student engagement.
  + Lesson planning and curriculum implementation.
  + Teacher mentoring and collaboration.
  + Student assessment and feedback.
* **Key Performance Indicators (KPI)**:
  + Student academic performance and engagement.
  + Classroom management and discipline.
  + Teacher feedback and collaboration.
  + Student progress and growth.

**3. Employee Performance Appraisal**

* **Objective**: To evaluate employee performance fairly, identify areas of improvement, and recognize achievements.

**Performance Appraisal Criteria:**

1. **Principal**:

* Leadership and decision-making abilities.
* Achievement of academic and operational goals.
* Employee and student satisfaction levels.
* Implementation of new educational programs.

1. **Head of Administration**:

* Efficiency in managing operations.
* Budget adherence and financial reporting.
* Effectiveness in staff management and support services.
* Handling of security and safety incidents.

1. **Senior Teacher**:

* Student academic performance and progress.
* Classroom management and discipline.
* Participation in curriculum development and extracurricular activities.
* Contribution to teacher collaboration and mentorship.

**Appraisal Methods:**

* **Self-assessment**: Employees evaluate their own performance.
* **Peer review**: Feedback from colleagues and subordinates.
* **Supervisor evaluation**: Assessment by immediate supervisors.
* **Student/Parent feedback**: For relevant roles (e.g., teachers).

**4. Employee Payroll System**

**Objectives:**

* Ensure timely and accurate compensation.
* Reward employees based on performance and experience.
* Provide transparency in payroll processing.

**Payroll Structure:**

1. **Principal**:

* **Base Salary**: Competitive salary based on experience and qualifications.
* **Bonuses**: Performance-based annual bonuses linked to KPIs.
* **Allowances**: Housing, transportation, and professional development.

1. **Head of Administration**:
   * **Base Salary**: Commensurate with industry standards.
   * **Incentives**: Bonus for meeting budget and operational targets.
   * **Allowances**: Transportation and health benefits.
2. **Senior Teacher**:
   * **Base Salary**: Competitive pay based on years of experience.
   * **Performance Incentives**: Bonuses linked to student performance and mentorship roles.
   * **Allowances**: Education and certification reimbursement.

**Payroll Processing:**

* **Frequency**: Monthly salary disbursements.
* **Deductions**: Taxes, insurance, and retirement contributions.
* **Bonuses**: Annual performance bonuses based on appraisal results.
* **Automation**: Use of payroll software to automate calculations, disbursements, and record-keeping.