**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).

**Chosen Approach:** Behavior-Based Approach  
This approach evaluates employees based on their behaviors in the workplace, which are aligned with the school's values and goals.

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| **Interviewer:** | | Click here to enter text. | | | **Date of Interview:** | | Click here to enter text. | | | | | | |
| **Candidate Name:** | | Click here to enter text. | | | **Position:** | | Click here to enter text. | | | | | | |
| Interview evaluation forms are to be completed by the interviewer to rank the candidate’s overall qualifications for the position for which they have applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the scale below. | | | | | | | | | | | | | |
| **Scale:** | **5** – Exceptional | | **4** – Above Average | **3** – Average | | **2** – Satisfactory | | | | **1** – Unsatisfactory | | | |
| **Performance Area** | | | | | | | | **Rating** | | | | | |
| **5** | **4** | | **3** | **2** | **1** |
| **Leadership and Management: –** Manages staff effectively, demonstrates strong decision-making, and fosters a positive school culture.?  **Comments**: Click here to enter text. | | | | | | | |  |  | |  |  |  |
| **Classroom Management (Teacher) –** Maintains a disciplined classroom, adapts teaching methods to student needs, and fosters a positive learning environment.  **Comments**: Click here to enter text. | | | | | | | |  |  | |  |  |  |
| **Organizational Skills–** Efficiently manages tasks, maintains school records, and assists staff with operations.  **Comments**: Click here to enter text. | | | | | | | |  |  | |  |  |  |
| **Communication –** Demonstrates clear and effective communication with students, staff, and parents.  **Comments**: Click here to enter text. | | | | | | | |  |  | |  |  |  |
| **Teamwork –**Collaborates well with colleagues and contributes to a positive work environment.  **Comments**: Click here to enter text. | | | | | | | |  |  | |  |  |  |
| **Initiative and Innovation–** Shows creativity and initiative in solving problems and improving processes.  **Comments**: Click here to enter text. | | | | | | | |  |  | |  |  |  |
| **Professional Development–**Actively seeks opportunities for professional growth and development.  **Comments**: Click here to enter text. | | | | | | | |  |  | |  |  |  |

**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.