Sandhya P Mistry

Silver stroke Apps D 302

B/d Sarkari Tubewell

Swaminarayan Mandir Road

Bopal Ahmedabad 58

4th June’16

Dear Madam/Sir

It is with great eagerness that I am applying for the post of Principal. I have a Bachelor’s degree in Education and 15years experience as the head of the school and 10 years of teaching experience to my credit.

As I attach my current resume I highlight, I am currently the Principal of Amrut School. My greatest strength includes, but is not limited to teacher mentoring, curriculum design and improvement, programme management and co ordination. I am adept at creating strong working relationship with all members of school communities.

As Principal I aspire to develop a school culture conducive to student learning. I seek to promote staff growth and development as well as team work and co operation. I’ll coordinate my efforts with those of the parents and family members to ensure students remain disciplined and receive appropriate attention to meet their needs.

I seek an opportunity to meet you in person so we can discuss in detail, how my diverse skill and experience will allow me to make a valuable contribution to your school.

Thank you for your time and consideration

Sincerely

Sandhya Mistry

SANDHYA PANKAJ MISTRY

Silver stroke Appartments D/302 Opp Sarkari Tubewell Swaminarayn Mandir Road

Bopal Ahmedabad 58(Mob.8401833488) email: sandhya mistry24@gmail.com

(Available on mobile after 4.00pm only)

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PRINCIPAL

A skilled and professional school principal with fifteen years of experience in management, teaching and administration of school activities. Having successfully managed around fifty-five teaching staff and fourteen hundred students. I am a student focused educational leader possessing strong commitment to student –staff development, providing safe and motivating learning environment. Strong team player with proven track record in collaborating with the school community, increasing student’s academics. Trustworthy professional with communication skills to develop strong and lasting relationship with all members of school community.

***CORE COMPETENCIES INCLUDE***

* Teaching mentoring and development
* School Administration
* Classroom Evaluation
* Student Teacher Supervision
* Curriculum development and improvements
* Students and Staff safety
* Standardized testing Scores
* Programmes for evaluation and assessment
* Recruit, train, supervise and evaluate staff members

ADMINISTRATIVE EXPERIENCE

*AMRUT SCHOOL - PRESENT*

* *Supervised a team of 55 teachers and 1400 learners,* implemented, developed and maintained curricular and extracurricular programs devised and coordinated schedule (substitution ) daily attendance, liaise with cafeteria, ensured safety for students and staff, implemented and designed systems for tracking students and teacher attendance for the purpose of payroll

Highlights & Contributions

* Managed staff, students and all activities of the school, monitored attendance of teachers and students, launched Creya programs compulsory for students.
* Reviewed text books and notes of students and gave suggestions to teachers for improvement Maintained safe and peaceful environment in school
* Conducted training programmes for educators and supervised execution of differential Instruction and co operative learning etc.
* Classroom teaching as a part of job

*SATYAMEV JAYATE INTERNATIONAL SCHOOL*

*PRINCIPAL YEAR2008-11*

*Supervised a team of 23 teachers and approximately 500 students.*

*Classroom teaching indespencible*

**HIGHLIGHTS AND CONTRIBUTION**

*Introduced learning business management through banking, conducting Mini –Markets in all grades1-12*

*Introduced electrification to teach science (physics) and carpentry to teach mathematics, gardening for environment in grades 1-4*

* Assisted in maintaining proper discipline inside school campus
* Imparted trainings to teachers on techniques and methodologies of teaching
* Administered various operations of school activities
* Supported and encouraged innovative instructional programs
* Established procedures and schedules for supervision of students in non-classroom environment
* Classroom teaching as a part of job

SN KANSAGARA

***CO-ORDINATOR YEAR 2001-08***

*Supervised 30 teachers and 600 learners*

**HIGHLIGHTS AND CONTRIBUTIONS**

**Classroom Teaching as the main part of the job**

* Handled the tasks of reviewing assessments to ensure sufficient availability of technological tools
* Assisted teachers in lesson planning and class room activities
* Attended conferences with parents, teachers and students
* Consulted school counselors, psychologists to evaluate the needs and challenges of behavior of students in the school.
* Conducted post and pre conferences with teaching staff to review evaluations and observations
* Handled the tasks of evaluating teachers' performance.
* Introduced peer Observation Program for teachers to enhance classroom management skills
* Liaison with parents and played the role of advisor to students
* Resolved conflicts between teachers, parents, students or between individuals
* Handled administrative tasks like preparing and maintaining important files

Details of other schools

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| --- | --- | --- |
| NAME OF SCHOOL | YEAR | DESIGNATION |
| Carewell Eng Med School | 1997-01 | Principal |
| Upasna Lions School | 1992-97 | In charge( Vice-Principal) |
| Dr. Ram Manohar Lohia Night Jr. College | 1988-82 | Senior Teacher |
| Samta Vidya Mindir | 1988-82 | Senior Teacher |
| Shri Guj Samaj Vidya Mandir Eng School | 1984-88 | Teacher |
| Gnyan Dham School | 1983-84 | Teacher |

**EDUCATION AND CREDENTIALS**

Diploma in Teacher’s and Trainer’s [Cambridge) 2006-07

M.A English 1991

B.Ed [English and special English] 1996

Cambridge ESOL Examiner

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES:**

* Play way learning
* Skill for Adolescence
* Seven habits of highly effective people[Stephan covey]
* Four disciplines of execution [Stephan covey]
* Overcoming five dysfunctions of a Team [Patric Lencioni]
* Integrated teaching
* Development of Non- Curricular text [British council]
* Integrated English [Oxford Publication]
* Teaching English as L2 [Macmillan Publication]
* Primary teacher's training [Eklavya Institute]
* Puppetry
* Wipro applying Thoughts in Education [Education Initiative]
* Training of the trainers [Business Edge]

**COMPETENCE IN INFORMATION TECHNOLOGY:** Word, PPT, Internet

**LANGUAGE KNOWN:** English, Hindi, Gujarati and Marathi

Present Salary: 41000/- (net)

Warm Regards

Sandhya Mistry (Mob.8401833488)

(Available on mobile after 4.00pm only)