



**Usha Karan Rana: Post for Head of School**

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**VISION**

To promote “excellence” in education, by adopting best international educational practices and creating global Life-Long Learners who would make a difference to humankind. To seek a role of an Educationist (Ibdp Coordinator role preferably with a position of responsibility)

**JOB OBJECTIVE**

To create a stress free and healthy environment for students. To efficiently work by providing instructional leadership to faculty and staff, implementing proactive academic and behavioural interventions to enhance student achievement, and directing efficient management of the school facility. Working with the staff and building healthy environment between all. Aiming to build leadership qualities in all my staff and students.

**PROFILE SUMMARY**

- Dedicated to Education for 14 years and with hands on expertise in the following areas :
 

- Curriculum Planning	- Teaching & Training	- HR & Administration
- Student Management	- Mentoring of students	- Event Management
- Yearly Planning	- Faculty Management	- College Counselling
- Worked at Goldcrest International, as Deputy Head and IBDP Coordinator.
- Looking into the administration for Grade 11 & 12.
- Experienced in planning and implementing innovative methods of classroom teaching.
- Hands on experience in handling administrative activities that aim at strengthening the foundation of the institution.
- Mentoring of students with difficulty in understanding. Experience in planning teaching methods differently for them. Conduct special assessments for these students. Counsel students about their collage counselling and inform about various available course in India and abroad. Motivate students to attend seminars on career counselling within the institution.
- Shouldering the responsibility of admission for the past few years. Well versed with the online process and cater to the smooth functioning of the entire process. Guiding students to choose the right stream on the basis of their interest and potentials.

## WORK EXPERIENCE

June'2003- July'2007 Naval Public Défense School; (CBSE) Colaba- Navi Nagar

July'2007 –June' 2013 RBK International (International Baccalaureate) Chembur; Mumbai (Exam Officer/Extended Essay/ Personal Project & student led conference coordinator)

July 2014–June 2022 Goldcrest International (Deputy Head/IBDP Coordinator & Group2 Curriculum Manager)

July 2022-June 2023 Ecole Mondiale World School (IBDP Coordinator)

### ROLE AS Depty Head & IBDP Coordinator 2014-2022

- Setting up the academic calendar.
- Managing the day to day activities of the IB section. (Junior college)
- Leading a team of 18 young and enthusiastic teachers and handling the teenagers in their careers.
- All Departmental work of Junior College. Eg. Permission for Additional Division, Staff approval, Eligibility cases. Successfully brought in sanction of 2 divisions in Commerce, 1 Division in Science & an additional division for IT in the last 2 years.
- Following the rules and regulations prescribed by the IB.
- Online admission process.
- Conducting the IB exams successfully in my School as well as conducting Board practical examinations.
- Executing the online examination for IT.
- Preparation and execution of class time table and Exam time table.
- Organizing major events like Sports Day, Annual Day, and student led conferences, coffee with parents etc.
- Organising Inter School and Inter College Sports events.
- Organizing events and activities for students throughout the year.
- Regularly conducting PTM and coordinating with the parents.
- Sent up students for various intercollegiate competitions held around in IB.
- Assist the Principal in result making.
- Monitor student discipline from time to time.
- Organise training / workshops for students after identifying their needs.
- Managing day to day administrative tasks.
- Identifying, selecting and modifying instructional resources to meet the needs of the students with varying backgrounds, learning styles and special needs.
- Sending teachers for the IB workshops.
- Create and maintain a yearly DP Action Plan taking into consideration the needs of school, staff, and students.
- Central responsible authority for the IBDP processes and 5 year report
- Coordinate all IBDP activities at Goldcrest International
- Coordinate all examinations (internal and external) in addition to orals and mock examinations
- Prepare statistical breakdown of January and June reports as well as IB results and oversee their analysis

- Advise on the development of a budget to ensure that resources, training and facilities are available according to the needs of the diploma programme
- Advise and support students and teachers
- Contribute to the marketing of the programme within and outside Goldcrest International
- Participate in the formation of the school's strategic development plan.
- Ensure that accurate IBDP student records are maintained for each cohort
- Advise on recruitment of IBDP staff in consultation with school head as required
- Provide content on the IBDP for the school website
- Deputize for the Head of school when the Head is away

### **Specific Responsibilities Programme Management**

- Ensure adequate supervision of self-taught languages
- Ensure TOK course is well administered and integrated into the curriculum
- Liaison with the Extended Essay Coordinator on procedures and to ensure supervision/ guidance of students by staff
- In conjunction with the CAS Coordinator, establish CAS procedures and processes
- Supervise the procedures of Internal Assessments, World Lit Essays, TOK Essays, Extended Essays, CAS reflections etc. by setting internal deadlines, passing out pertinent forms and providing assistance to staff to ensure relevant assessment procedures are followed and understood.
- Establish an internal deadline calendar in order to spread the student and staff workload over the two years.
- Ensure that IBDP procedures are adhered to, and all deadlines are met.
- Prepare and submit any documentation required for and by the IBO.
- Develop and oversee developmental action plans for the programme
- Organize final examinations, orals, and mock examinations. This includes setting time tables, invigilation schedules and maintaining all exam procedures according to IBDP guidelines.
- Manage any Self-taught Languages that may be offered at Goldcrest International
- Online Pamoja Coordinator
- Implementing school policies and putting systems into place for smooth functioning of day to day administration of school involving teachers, students and parents
- Conducting teacher mentoring sessions for smooth implementation of the curriculum
- Conducting Parent orientation sessions for A levels and IGCSE
- Ensuring best teaching and Assessment practices through detailed feedback sessions
- Supervising internal and Board (CIE examinations) and ensuring strict compliance to rules and regulations set by CIE

**CAREER COUNSELOR ROLE: May 2019 to June 2022**

- Advice students (Grades 8 to 12) on career choices & higher studies options in relevant mode & detail to direct their thinking and facilitate their activity as they progress towards transitioning into the world of higher education. Mentoring each learner, helping them to identify their preferences and strengths appropriately.
- Liaise with higher education institutions to provide perspective and insights to students through interaction in talks, career fairs, college visits
- Arrange summer internships.
- Hold workshops for parents for overview of & the path to diverse career options.
- Facilitate admission application process and Protocol to Top National & International universities
- Coach and supervise the applicants for successful admissions including Mock tests & Interviews

**TRAINING AND WORKSHOP**

**WORKSHOP:** Attended diploma program Hindi B (MIXED LEVEL) for 3 Days held at **pathways world school** in NEW DELHI India.

Attended diploma program Hindi B (HIGHER LEVEL Cat 2) for 3 Days held at **OBIS in Mumbai** India

Attended DP SAIBSA Session in Singapore International School (Mumbai) on 5<sup>th</sup> February 2011.

Attended DP New Curriculum based Cate 1& 2 workshop Ecole Mondeyal **School in Mumbai** India.

**WORKSHOP:** Attended MYP Program Language B for 3 Days held at Ecole Mondeyal **school** in Mumbai India.

Attended MYP Cat 3 Assessment workshop in RBK International Academy in Mumbai 2011

Attended Cat 2 Hindi workshop at Oberoi International in Mumbai 2014

Attended Cat 1 IBDP Coordinator workshop at Oberoi International in Mumbai 2015

Attended Cat 3 Ibdp ATTL workshop at Oberoi International in Mumbai 2016

Attended Two days UGC conferences about College counselling in Mumbai 2017

Attended Cat 1 Administrator workshop at Oberoi International in Mumbai 2018

### EDUCATION

2002	B.Ed from Guru Nanak Collage of Education, Mumbai University with 68%.
2005	M.Phill in Hindi from Mumbai University with 67%
2003	M.A in Hindi from Mumbai University with 48%
1996	T.Y.B.A Punjab University from Chandigradh 61%
1993	H.S.C from Sanmati Vimal Jain Public school, Punjab Board with 64 %
1991	SSC from Sanmati Vimal Jain Public school, Punjab Board with 75%

### ACCOLADES

- Awarded the “Best Student for Social Interaction” in B.Ed.
- Won prizes for Elocution at Inter collegiate level.
- Winner of Quiz competition at College level.
- Conducting ‘Joy of Giving’ activities for an NGO ‘Udaan’
- Awarded 1st position in carrom and chess at College level.
- Awarded Tie & Die competition in B.Ed

### References:

Ms Shawn 9869203626	Head of School	DY Patil	<a href="mailto:principal@dypisnerul.in">principal@dypisnerul.in</a>
MrPrashant Kamale 9820212323	Ibdp Coordinator	RBK International	<a href="mailto:ibdpcoordinator@rbkia.org">ibdpcoordinator@rbkia.org</a>
Sharmistha Bardhan 9967971434	Head of School	Pinnacle International School	<a href="mailto:sharmisthabardhan@hotmail.com">sharmisthabardhan@hotmail.com</a>

### PERSONAL DETAILS

Date of Birth: 12<sup>th</sup> May, 1975

Address: New Punjabi Society, P.L Lokhande Marg, Chembur (West) 400089

Languages Known: English, Hindi, Punjabi and Sanskrit

Passport No: V2946689

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