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| External Entity | Description |
| Principal/President | Responsible for coordinating, responsible for organization and administration, recommend changes in personnel and personnel policies, providing leadership, developing a competent administrative organization |
| Receptionist | Responsibilities or duties could include answering any walk in, call, email or social media inquiries, keep records, schedule meetings, facilitate communication withing the school |
| Teachers | Delivering the knowledge according to the curriculum, assessing and recording students progress, setting and making assignments, encouraging students to reach their potential, working as a team member with other staff members |
| Housekeeping | Looks after the school cleaning and fixing issues. |
| Examiner | Checks and correct the exams and gives an appropriate grade at the end. |
| Students | Attending classes, being prepared, taking care of school property, respecting others, completing assignments |