



**GOVERNMENT OF SINDH
SCHOOL EDUCATION & LITERACY DEPARTMENT**

Karachi, dated, the 4th October, 2017

NOTIFICATION

No. SO(G-III)SELD/RSU/JDs/HT/2017: Following job description of Head Teacher are hereby notified as under:

1. Academic

- a. Participate in the development, evaluation and revision of curriculum and assumes responsibilities for the implementation of approved programs.
- b. Provide input in development and maintenance of annual calendar and teacher's diary.
- c. Assist and develop course outline based on approved curriculum for all cluster / campus schools and / or any other category of school.
- d. Liaison with other schools both public and private to create a collaborative learning culture and environment.
- e. Help make curriculum more engaging for teachers as well as students.

2. Administration

- a. Serves as the chief administrative and supervisory officer of the school (CHS and Campus school).
- b. Supervises the effective and efficient implementation of education and instructional programs.
- c. Develop annual goals and strategic plans for the school.
- d. Attend meetings called by TEO and DEO.
- e. Respond to official emails, phone calls and enquiries of parents and high-up
- f. Maintain staff attendance registers along with their contact details
- g. Maintain student attendance register and files containing basic bio data.
- h. Assist in data collection by internal or external authorized authorities.
- i. Make arrangements, coordinate and conduct annual exams.
- j. Maintain a fully functional library, computer lab and science labs.
- k. Promote creativity, innovation and use if appropriate new technologies to achieve quality education.
- l. Identification of potential candidates / teachers for academic training through screening process.
- m. Propose selected teachers for training to perform administrative and management tasks
- n. Maintain security, supervision and maintenance of learning environment.

3. Leadership and Motivation

- a. Develop, motivate and lead all staff to achieve the highest professional standards.
- b. Build effective relationships with all stakeholders through excellent communication and interpersonal skills.
- c. Create coordination between ECE, Primary, Secondary and H-Secondary to ensure smooth transition and continuity of learning.
- d. Encourage and motivate teaching and non-teaching staff by providing intrinsic and extrinsic rewards.

4. Monitoring and Supervision

- a. Conduct faculty assessment through class inspections and student reviews
- b. Keep an eye on faculty – student allocations
- c. Issue warning letter to staff exhibiting consistent low performance or any misconduct.
- d. Ensure health and safety requirements are maintained at all times.
- e. Track student engagement through record cards and take appropriate actions to improve student engagement



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- f. Regularly and effectively communicate the progress of every child's learning to the relevant stakeholders.
- g. Ensure the maintenance of healthy and safe learning environment for the school.
- h. Report any structural damage or regular repairs of school premises.
- i. Supervise and advise teaching staff in improving quality of teaching.

5. Financial Management

- a. Develop proposed annual budget of the school based on school needs
- b. Purchase, maintain and organize faculty resources
- c. Manage school finances effectively as per govt. rules and prepare receipt and expenditure reports.

6. Co-Curricular Activities

- a. Help organize and plan co-curricular activities in schools by allocating financial and human resources

7. Human Resource Management

- a. Oversee the professional development of all faculties and ensure they have comprehensive knowledge of all policies, processes, guidelines and curriculum
- b. Identify and recommend teachers for educational and professional trainings
- c. Oversee preparations of timetables and class scheduling
- d. Coordinate faculty meetings to organize and oversee progress
- e. Manage staff leave by following procedures prescribed in leave rules
- f. Support Staff to adapt flexible learning material to increase engagement
- g. Equip teachers through training to cater for students with disabilities

8. School Community Relations

- a. Promotes effective communication through public information programs. Ensure effective dissemination of all the appropriate information regarding school's progress to the community.
- b. Develop and maintain good relations with the community and the school management.
- c. Conduct SMC elections and collect and utilize SMC funds effectively.

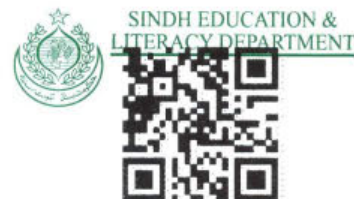
ABDUL AZIZ UQAILI
SECRETARY TO GOVT. OF SINDH


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A Copy is forwarded for information & necessary action to:

1. The Chief Program Manager, Reform Support Unit, School Education & Literacy Department.
2. The Director School Education (Elem Sec & H. Sec/Primary) All.
3. The Director General, All.
4. The Directors/Project Director All.
5. The District Education Officers All.
6. The TEOs Primary (M/F) All.
7. The Principal/Head Masters/Head Mistress All
8. The PS to Minister, Education & Literacy Department.
9. The Special Secretary School Education & Literacy Department.
10. The Additional Secretary (GA/C), School Education & Literacy Department.
11. The P.S to Secretary, School Education Department, Government of Sindh.
12. Office Order File.
13. Official Website




 (MOHAMMAD QASIM ABBASI)
 SECTION OFFICER (G-III)