



## Principal/ Co-ordinator

- **Vacancy for:** 1
- **Posted on:** Feb. 12, 2018
- **Deadline:** Feb. 22, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Teaching / Education  
Job Level : Senior Level  
Employment Type : Full Time  
Job Location : Lalitpur  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- At least Bachelor Degree Completed
  - Should have at least 3 years of work experience in education field
  - Candidates must be Montessori trained
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### Job Description

- Overall responsible on management and operation of school including managing human resources and growth of school
- Report to the board of the school
- Manage overall education calendar and extra activities of the school
- Establish and promote high standards and expectations for all students and staff for top standard academic outputs and outcomes
- Conduct biweekly meeting with teachers for reviewing academic progress, and monthly staff meeting. Keep the staff informed and seek ideas for the improvement of the school
- Establish procedures for safe storing and integrity of all public and confidential school records

### TO APPLY:

All qualified candidates are requested to send their latest Resume mentioning the salary expectation with current photo through email at [esselworld2002@gmail.com](mailto:esselworld2002@gmail.com)

OR,

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### Applying Procedure

Apply Link : <https://merojob.com/principal-39/>

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