



# *Motithang Higher Secondary School*

## **Roles and Responsibilities of coordinators**

### **Focal Agriculture Teacher**

- Division of agricultural plots and distribution.
- Distribution of materials like seeds and necessary tools.
- Carry out the gardening activities as per the plan
- Advise and monitor agricultural activities.
- Keep a record of the sale made.
- Maintain the stock register
- Prepare annual plans /progress reports

### **School Health Coordinator**

- Attend sick students and providing basic medications.
- Sanction leave for hospital visit to the students.
- Exempt students with severe health problem from attending morning assembly.
- Put up periodical requisition of medicines, toiletries etc. to the higher authorities.
- Maintain hospital visit register and infirmary inventory.
- Ensure safe drinking water and food in the school.
- Conduct sensitization programs on health related issues.
- Maintain health board.
- Organize programs to observe national and international health related days.

### **Cultural coordinators**

- Preserve and promote traditional dance and music.
- Coordinate and supervise the conduct of cultural activities and competitions.
- Prepare cultural activities for National and other important events.

### **SPEA Coordinator**

- Find out the current youth issues
- Sensitize parents on the existing youth issues
- Address the issues through School Parent Partnership Programs
- Arrange budget for the Programs
- Submit report to the DYS

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## Literary Coordinator

- Plan literary activities for the academic year
- Allocate the literary activities in the school calendar in consultation with the school diary committee
- Meet with literary committee members and delegate the various literary activities to be carried out on the dates specified in the school diary
- Monitor and render support to members to ensure the smooth functioning of the literary activities
- Coordinate morning assembly speeches
- Prepare morning assembly speech roster in consultation with literary Captain
- Maintain literary board with the help of literary captain
- Prepare and select students for Thromde level/Regional level/National level literary competition

## SUPW Coordinator

- Preparation and planning of SUPW area for respective classes.
- Allocating the SUPW area among the classes
- Setting the criteria for evaluation
- Timely evaluation of the area (minimum twice in each term)
- Coordination and supervision of the SUPW area throughout the year.

## Campus Beautification coordinator

- Preparing and planning the activities of the year
- Plot division for all classes
- Coordinate and supervise the garden daily
- Supporting the work/activities of student during working hour
- Providing feedback and reinforcement when required.
- Assessment and evaluation of the area for each term.

## Student Welfare Coordinator

- Identify students who are economically disadvantaged
- Initiate various activities to raise fund
- Encourage parents to sponsor through their own initiative.
- Maintain financial record and keep track of beneficiaries' progress.



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### **Estate Manager**

- Help school management to keep track of all the things in the campus.
- Assist the school authority to maintain the optimum use of resources in the best possible way.
- Place orders for the replacements
- Look after the school fencing to ensure no trespassing
- Note and inform the administration if any damage or loss is seen within the campus.
- Conduct regular checking of the school campus, all building, equipments, furniture, electrical equipments and others.
- Checking the school fencing and buildings to ensure its proper maintenance.
- Prepare list of damaged items and repair or replace them.

### **Audio Visual In -charge/Electrical**

- Maintain stock register/issue record/Physical verification
- Repairing and maintaining electrical fitting
- Place orders of things to be replaced
- Fixing of sound system when necessary
- Budget Proposal for electrical and sound system
- Coordinate audio visual club

### **School Website coordinator:**

- Update the website.
- Make necessary changes.