

Motithang Higher Secondary School



Roles & Responsibilities of Management

School Management Board

- ✓ Toprovide vision and direction for the school
- ✓ Safeguard the school level policies and enhance efficiency in management
- ✓ Approve programs and activities
- ✓ Ensure reviews and assessments of the school's performance
- ✓ Facilitate support to the school to plan and carry out development work
- ✓ Mobilize human and material resources support from the community
- ✓ Assist in organizing major school events
- ✓ Provide guidance and support to the school management team

School Management Team

- Set goals to implement the policies and plans
- Implement school programs and activities
- Estimate budget and submit to SMB for approval
- Form committees and assign tasks with well-defined job descriptions
- Plan and carry out school level monitoring and support services through School Self Assessment
- Conduct professional development programmes
- Nominate staff for CBIP/DBIP/NBIP and any ad hoc invitations
- Assess the performance of staff and provide feedback for improvement
- Manage situational crisis or emergencies in the school
- Apprise the SMB and the staff on government's policy directives

Principal

- Infuse GNH values in school system
- Inspire staff and students through the creation of shared vision
- Cultivating leadership role among the staff members
- Initiate change
- Develop sound management policies
- Create system of shared and participatory management practices
- Institutionalize collective planning and assessment of school programmes
- Organizing co-curricular and extracurricular programmes
- Support, monitor, evaluate and appraise the performance of staff
- Organize professional development program
- Build staff morale and ensure that they are motivated



Motithang Higher Secondary School

- Deploy staff appropriately
- Ensure that the school has adequate facilities and it is maintained properly
- Plan and initiate for improvement of the facilities
- Prepare and propose budget as per the plan and actual need
- Conduct school level budget meeting
- Maintain the bank account for SDF and other fund
- Ensure accountability for the proper utilization of fund
- Design policy and procedures for the proper curriculum implementation
- Assess the effectiveness of learning and teaching
- Study the academic needs of students and provide necessary remedial support
- Ensure that student problems are attended to in time and appropriately
- Teach at least one specialized subject in any one section
- Provide mentoring and coaching support to the teachers
- Implement the directives
- Submit the reports and plans on time
- Establish cordial and healthy relationship with the community

Vice- Principal Student Support Service Department

- Look after the overall Discipline of the students
- Conduct orientation program to students
- Look after the students' welfare/Semso/Gyalpoi Tozey
- Coordinate school Rimdros and Choshey programmes
- Coordinate school Health
- Coordinate EBA system in the school
- Coordinate election and appointment of captains
- Coordinate school Disaster management

Vice- Principal, Academic Department

- Coordinate the Admission and documentation
- Allocate the classes/subjects/class teachers/subject teachers
- Coordinate Examinations and Time Table related works
- Coordinate the Prize and Award program for both teachers and the students
- Coordinator PD programme in consultation with the HoDs
- Coordinate school publications
- Maintain Lesson Plan Submission Records of the HoDs
- Conduct the HoD meeting
- Maintain the record of minutes of meeting(academic)
- Maintain the teachers' monitoring records



Motithang Higher Secondary School

- Ensure the academic related activities are carried out as per the calendar
- Making BCSEA and Home Examinations result analysis and present to the house during the meeting
- Registration of candidates for the BCSE /BHSEC with BCSEA
- Compilation of CA and SUPW for submission to BCSEA
- Attend to the official correspondence related to Academics
- Give full assistance and suggestions to the Principal with regard to Academics

Vice Principal Co- curricular Department

- Overall coordination of Co- curricular activities in the school
- Coordinate annual Sports Day and annual school Marathon
- Coordinate club activities in the school
- Coordinate Literary and Cultural activities in the school
- Coordinate annual school concert
- Keeping record of all the Co curricular activities in the school
- Evaluate and monitor club activities.
- Ensure students' participation for Thromde level/Regional level/National level/Ex-country
- Coordinate SSAT/SIP

Staff Secretary

- Look after the school along with the TOD in absence of the Principal and Vice-Principals
- Assign Teachers on Duty
- Write and maintain the minutes of the meetings.
- Maintain record of all TOD reports.
- Coordinate proper motivational programmes to teachers and students
- Ensure the neatness in the staff rooms at all times.
- Organize get together, parties, staff Picnic, Baby shower, farewell, bereavement, and sensoby maintaining proper accounts.
- Pass notices and information to the staff regarding any school programmes.
- Record and take care of all properties in the staff rooms
- Give guidance and support to the Support staff
- Coordinate meetings
- Apprising the non-teaching staff of their duties
- Initiate any good changes in the school
- Maintain cordial and healthy relationship with the teacher colleagues

SSSD secretaries

- Interpret and protect the school Discipline Policy.
- Initiate meetings related to disciplinary issues.
- Involve in solving the disciplinary issues
- Maintain EBA documents and records in line with SDP



Motithang Higher Secondary School

- Enhance interpersonal relationship amongst students, teachers, parents and community.
- Maintain proper disciplinary records for any reference and information.
- Maintain students personal information (Database)

CCD secretaries

- Assist Vice Principal CCD
- Ensure smooth flow of activities.
- Ensure timely conduct of all the activities.
- Maintaining House record of all the activities
- Coordinate Waste management programme in the school
- Provide necessary support and trainings to the school teams
- Ensure students' participation for Thromde level/Regional level/National level/Ex-country

Academic Secretaries

- Provide full assistance to the Vice-Principal in Academic related matters
- Planning for the conduct of remedial classes for the weaker students
- Assist in carrying out school Admissions
- Planning on the subject wise teachers distribution
- Making of Time Table and substitutions for the teachers on Leave/Duty
- Coordinate meetings with the teachers for the smooth conduct of Quarterly/Mid-Term/Annual Examinations
- Checking of Class Log Books and maintain proper record of student absentees for necessary follow up by the management
- Conduct meetings with the class captains in regard to the maintenance of the Class Log Books

Finance Secretaries

- Keep record of the account and maintain proper record/cash book.
- Keep all the bills for future reference and auditing purpose
- Collect SDF and deposit on time
- All financial matters should be taken care of.
- Distribution of fund to various school activities and get receipts duly signed by the Principal and committees for proper record.
- Enter the expenditure in the register regularly and reports the finance position to the concern authorities when ever required.
- Ensure proper financial closing at the end of the academic year
- Accounting of all the school expenses and funds.
- Open account in the bank.
- Conduct finance committee meeting