RESUME FOR VICE PRINCIPAL CBSE

Respected Sir/Madam

It is with great eagerness that I am very glad to apply for the position of Vice Principalin your esteemed organization. I have earned M.A, M.Ed in English. With almost 9 years of teaching and School Vice Principal & administrative experience, I am confident that I possess the qualification your organization demands to promote its philosophy and goals.

As the attached resume will highlight, I was the  **Vice Principal in Paavai Group of Schools (CBSE)** Namakkal, Tamilnadu, where I supervise a diverse group of staff as well as approximately 2000 students. I have conducted training sessions for teachers, initiated extracurricular programs and fostering positive relationships with staff, learners and parents. These opportunities have enabled me to develop strong communication, interpersonal, organizational, and leadership skills, which allow me to cultivate a supportive learning environment and reinforce the school’s standards, policies, and goals.

My greatest strength include, but are not limited to budget, development, performance standards development, teacher mentoring, curriculum design and improvement, school safety, standardized testing, program management and coordination, and workshop and seminar presentation.

I would embrace the opportunity to meet with you in person so we can further discuss, in detail, how my diverse skills and experience will allow me to make a valuable contribution to your school.

Thank you for taking the time to consider my application and I look forward to hear from you in future.

Yours sincerely,

RUPAN

**RUPAN.M**

rupanjoyr@gmail.com

+91-8870717565/6382461132

**CAREER OBJECTIVE**

To obtain a position as Vice Principal that will enable me to use my strong organizational skills, educational background, and ability to work well with pupil.

**PROFESSIONAL EXPERIENCES (10 Years)**

1. Position : Vice Principal & H.O.D English

Organization : PAAVAI GROUP OF SCHOOLS, (CBSE),Namakkal.Tamilnadu

Duration : June 2008 to December 2021.

Years of Exp : 12 Years.

Responsibilities :

1. Administration of the School.
2. Meet with the Principal to discuss the implementation of school policies and programs.
3. Assist the Principal in supervising and evaluating all tenure and non-tenure staff.
4. Assist the Principal in assigning teachers to special duties, i.e. cafeteria duty, hall duty, etc.
5. Assist the Principal in organizing the promotion ceremony.
6. Administer the setup of homerooms.
7. Assume responsibility of attendance and discipline.
8. Assist in the supervision of pupil activities (dances, proms, plays) which may occur in the evening or weekends.
9. Prepare pupil census for local, state, and federal reports.
10. Arrange and conduct State and Local Assessment tests.
11. Complete reports for State and Local Assessment tests.
12. Assume responsibility for the documentation needed for mandated programs.
13. Arrange for class coverage in case of teacher absence.
14. Assume the responsibility of student scheduling at the direction of the Principal.
15. Assist the Principal in interpreting school programs to the community.
16. Work with special service personnel and non-school agencies on pupil personnel problems.
17. Meet with teachers, pupils, parents/guardians as needed.
18. Assist the Principal in conducting orientation for incoming students.
19. Assume responsibility for coordinating student/teacher and student/observer assignments.
20. · Assist the Principal in identifying areas related to the functioning of the school which can be computerized.
21. Attend monthly Board of Education meeting when requested.
22. Assist the Principal in reviewing new textbooks.
23. Arrange personal time schedule to meet the requirements of the position of Vice Principal.
24. Assist the Administrative Assistant in supervising the staff on cafeteria duty.
25. Be knowledgeable of district and school goals and programs.
26. Maintain an effective, positive working relationship with staff.
27. Working closely with the principal on a daily basis to ensure the smooth overall operation of the school.
28. Supporting committees of staff and parent that function to improve the learning and social environment of the school for the students.
29. Teaching classes, developing rapport with the students, handling discipline issues and filling in for the principal when required.
30. Resolving conflicts between students, teachers, parents or combinations of conflicts between various individuals.
31. Assisting in yearly teacher evaluations, assisting in providing guidance to staff and students, and encouraging a positive climate in the school.
32. Directing assemblies and other special gatherings of students for events throughout the year.
33. Developing emergency response plans for schools as required by state and federal education agencies. Filing reports and updating as required.
34. Record keeping as required through the use of various logs, tracking records, computer programs, inter or intranet software or other programs.
35. Taking care of in School admission process, Staff recruitment & Parents meetings.
36. Taking part in all Scholastic & Non Scholastic activities.
37. Take up Lesson plans & Classroom observation.
38. A hard task master and implementer to understand the whole academic leadership plan.
39. Open minded and ready to learn new academic leadership skills to lead and operate all Departments.
40. Providing professional leadership and management for a subject to secure high quality teaching.
41. Effective use of resources and improved standards of learning and achievement for all pupils for the whole school.
42. Monitoring teacher's performance as well as effectiveness in teaching
43. Ensure that the teacher can understand the subject curriculum and progressing towards targets as well as their planning for their subjects.
44. Evaluating the effectiveness of the programmer to inform future planning and resource needs.
45. Developing/monitoring the profile of their Subject within school by identifying possible training needs.
46. Maintaining the Subject resources and reading recent, relevant publications liaising with an appropriate on matters relating to the area of responsibility.
47. Daily work done reports will be sent to the Principal.

**Teaching Skills**

* Fully conversant with the school policies, ethos and procedures
* Excellent Class room Control
* Developing teaching materials
* Promoting independent learning and student centeredness
* Managing challenging behavior with confidence
* Ability to adapt to changing environment
* Habit of modifying the existing working-pattern
* 100% involvement in and out-side-the-class activities
* Familiar with the day-to-day administration
* Supervisory work of schools

**Personal Skills**

* Effective communication
* Positive role model to students in terms of behavior, work and attitude.
* Good listening, speaking, reading & writing skills.
* Mild mannered and easy to approach.
* Setting high standards for own personal behavior.
* Providing guidance and advice to pupils on educational and social matters.
* Problem-solving
* Strong interpersonal
* Critical thinking
* Good judgment
* Administrative and organizational
* An ability to uphold rules and regulations while tolerating ambiguity

**ACADEMIC QUALIFICATIONS**

Qualification : **M.Ed**

Institution : St. Xavier’s College of Education

University : M.S University, Tamilnadu, India

Year of Passed : June 2010 (Regular)

Grade : First Class with Distinction

Qualification : **B. Ed English**

Institution : St. Xavier’s College, Tirunelveli.

University : M.S University

Year of Passed : April 2008 ( Regular)

Grade : First Class

Qualification : **M.A English**

Institution : Anna Malai University, Tamilnadu

University : Anna Malai University

Year of Passed : May 2013 (Regular)

Grade : First Class

Qualification : **B.A English**

Institution : St. Xavier’s College, Tirunelveli.

University : M.S University

Year of Passed : June 2007 (Regular)

Grade : First Class

Qualification : **Pre-degree**

Institution : M M Hr Sec School

Board : State Board, Tamilnadu

Year of Passed : March 2002 (Regular)

Grade : First Class

Qualification : **SSLC**

Institution : A A High School

University : State Board, Tamilnadu

Year of Passed : March 2000 (Regular)

Grade : First Class

**COMPUTER SKILLS**

* Microsoft Windows Operating Systems
* Microsoft Office (PowerPoint, Word and Excel)
* Internet

**LANGUAGES KNOWN**

* English
* Tamil
* Hindi ( Read & Write)

**HOBBIES**

* Music listener and Singer
* Reading Books
* Gardening

Extra Curricular Activities:

* N.S.S
* Scout
* Guide
* All type of sports

**PERSONAL DETAILS**

**Father’s Name : Micheal.V**

Sex : Male

Date of birth : June 03, 1984

Marital status : Married

Nationality : Indian

Place of Birth :Sankarankovil, Tenkasi,Tamilnadu.