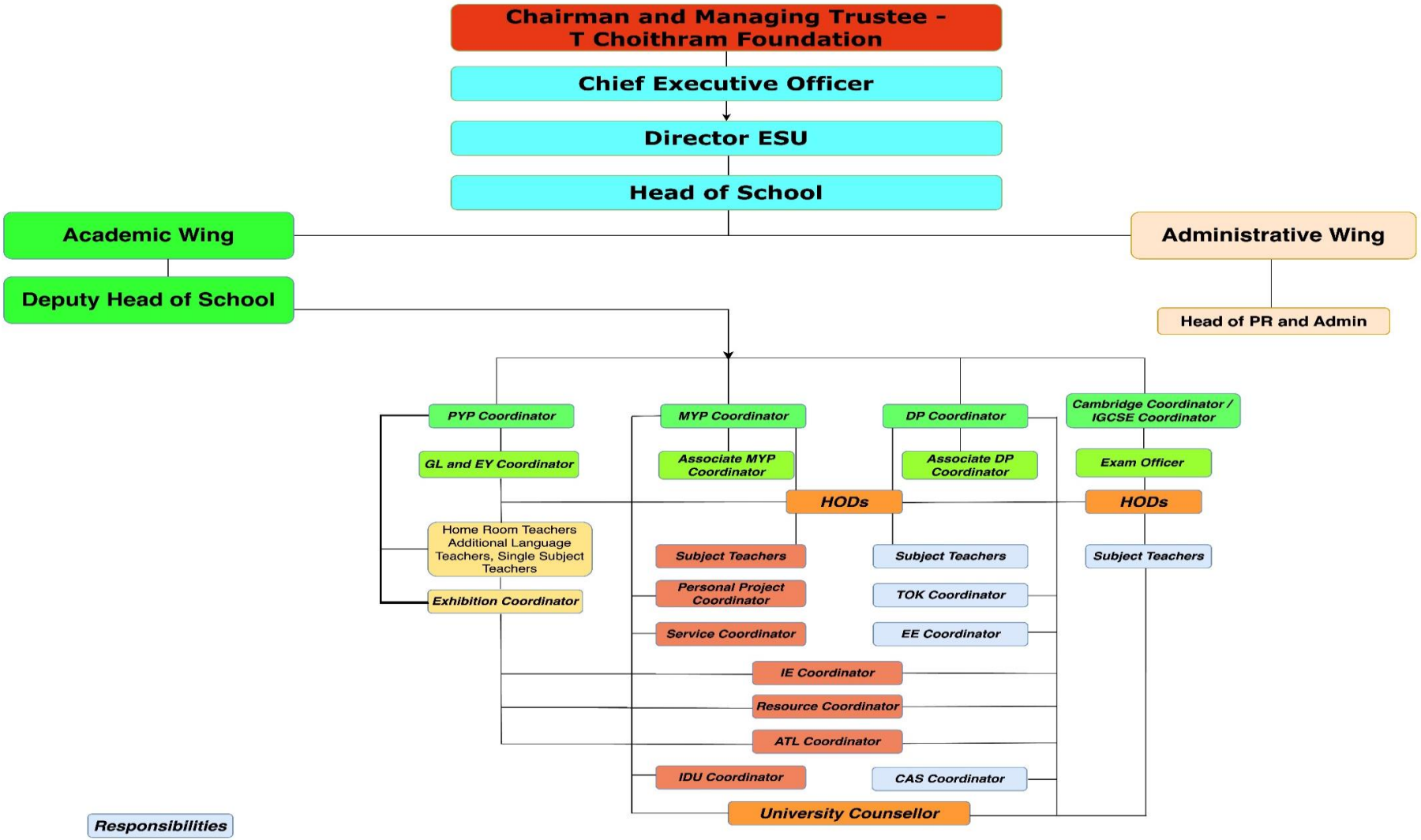

Responsibilities

Trustee

- Vision for Continuous Growth & Improvement
- Strategic Overview
- Monitoring Overall Student Achievements
- Capital & Instructional Resources
- Finance

Head of School / Deputy Head of School

- Teaching & Learning
- Strategic Overview
- Enrolment Demographics/Admissions
- Student Behavior
- Curriculum Articulation
- Teacher Evaluations
- Faculty Operational Issues
- Liaising with Head of Departments
- Parent & Community Relations
- School Budgeting

IB Coordinators (PYP,MYP,DP & Cambridge)

- IB / Cambridge Vision, Growth and Plans for Improvement
- Supervision of IB Program, Courses and Teaching
- Support for IB students and families
- IB / Cambridge community workshops
- IB / Cambridge Admissions/ IB Resources
- Scheduling PD and Collaborative sessions
- Assessment/Reporting
- Written curriculum, teaching and learning
  Associate Coordinators
  Assisting the IB Coordinators
- Program Budgeting
- IB / Cambridge Communication

Administration and HR Manager

- Accounting & Tuition Collection
- HR Supervision
- Maintenance
- Payroll, Visas/Work Permits
- Purchasing
- Security
- Transportation Service
- Residential Management
- Receptionist
- Housekeeping
- Cafeteria
- Student affairs
- Resource procurement
- Parent and community relations
- Healthy and safe learning environment for students
- Overall discipline in the programme
- Admission Counselor