ROOSEVELT COLLEGE SYSTEM

JOB DESCRIPTION OF SCHOOL HEAD
BASIC EDUCATION DIVISION

Position Title : SCHOOLHEAD (DIRECTRESS/PRINCIPAL)

Position Relationships:

A. Supervision Received:
   VP Academics

B. Supervision Given:
   All members of the management team in the unit
   All teachers and employees of the unit

C. Coordination:
   Other Schoolheads
   HRMDO Officer

Position Description:

Overall View of the Position Responsibilities

As the Overall Head, the Schoolhead is responsible for the effective and efficient operation of the Administrative-Management Functional Areas of his/her Unit as enumerated below which are normally embodied in a well prepared PLAN.

- Administration and Infrastructure Aspects
- Academic Aspect
- Financial Aspect
- Marketing Aspect

The progressive development of the above four (4) Functional Areas of Administrative-Management of the Unit must always conform with and be guided by, the requirements of the Philippine Private Accrediting Agency.

General Functions:

1. Carries out the school’s vision, mission and goals and objectives and the policies formulated by the Board of Trustees and/or the DepEd/CHED/TESDA and operationally interpreted by the President and Vice President through more specific Policies, Rules and Regulations.

2. Carries out a definite program of progressive development in all the significant aspects of the Administrative-Management of the Unit as mandated in the PLAN.

3. Exercises educational leadership among the faculty members and supervises the implementation of the specific policies, rules and regulations as well as community service outreach program of the school.

4. Keeps up-dated on the new developments in education most especially on the DepEd planned curricular and structural changes in basic education.
ACADEMIC ACTIVITIES:

1. Concretizes, operationalizes, and synthesizes the philosophy, vision and mission of the Roosevelt College System, and implements these in terms of more specific goals and objectives of the school.

2. Based on reasonable planning premises, prepares long, medium and short range plans of her/his unit covering academic matters, and submits the same to the VP Academics for comments/approval.

3. Develops or causes the development of the class programs for the different levels and organize them according to the subject offerings per year level.

4. Observes, evaluates, and discusses with the concerned faculty the result of performance evaluation. Correspondingly, develops the individual faculty programs of training and development in coordination with the HRDMO Officer.

5. Checks or causes the checking of the different syllabi of the subject offerings, the transmutation table, computation of grades and the grading sheets.

6. Collects the monthly activity reports submitted by the heads of offices/coordinators and submits the summary to the VP Academics for information/approval.

7. Supervises the strict implementation of the policies on Tutoring/Special Classes.

8. Consistently enforces the Teachers and Employees’ Code of Ethics and Teachers Behavior Inventory and recommends appropriate disciplinary action against erring personnel. Thereafter, endorses the same to the V.P. Academics thru HRDMO for proper action.

9. Causes the strict implementation of policies on discipline, cleanliness, smoking, prohibited drugs, vandalism, among others.

10. Makes sure that all school activities-academic and non-academic, will lend support to the school’s efforts for Accreditation.

11. Recommends the appointment, promotion, or dismissal of teachers and employees to the HRDMO Officer, the VP Academics, and the President.

12. Consistent with the concept of effective and efficient Administrative-Management, observes at all times the policy of “cost-saving” practices.

13. Regularly attend and actively participate in the Executive Committee Meeting.


15. Keeps religiously up-dated on the emerging K-12 Plan for Basic Education of the government which is due for implementation effective S.Y. 2011-2012.

16. Prepares the Plan on coping with the consequences of implementation of K-12 in terms of the requirements, changes, etc. to be done in compliance with the implementation of the K-12 from S.Y. 2011-2012 until S.Y. 2016-2017.

FINANCIAL:

1. Prepares annual budget of the unit based on reasonable and objective projection and assumptions. This will include the effects of the K-12 implementation.
2. Monitors best use of school’s financial resources, and works within the approved budget; and, seeks ways to reduce cost of operation at all times.

3. Maintains resourcefulness by coming out with indigenous alternative solutions to problems to prevent heavy expenses.

4. Actively participates or causes active participation of all concerned under his/her jurisdiction in the school’s quest to reduce the mounting account receivables.

5. Makes sure that no candidate is allowed to graduate if he/she has standing obligation to the school like academic deficiency, unpaid accounts, etc.

MARKETING:

1. Always alert about the school’s activities, successes, accomplishments, ventures, programs, etc. worth advertising to the target public/market.

2. Develops marketing strategies purposely designed for the target market.

3. Be always conscious that the best persons to market the school are our students. Thus related to no. 1 above, our current students, all levels, must be the first to be informed of worthwhile activities to be conducted, successes achieved in competitions whether academic or non-academic, ventures to be undertaken, programs to be held, etc. The idea is for our students to be the first to know and to relay to relatives and friends the information needing dissemination.

COLLATERAL:

1. Maintains wholesome public relations with other schools, the local government and community organizations; and, keeps the school "visible" to the public.

2. Maintains close contact with various alumni groups of the unit, assists closely in organizing alumni activities, providing needed facilities and other available resources.

3. Keeps tab of new directives issued by DepEd/CHED, and TESDA.

4. Keeps tab of new developments affecting the system of education in the country.

5. Keeps tab of new developments in Basic Education (e. g. NCAE, NATS) with impact on Tertiary Education.

6. Encourages the faculty to become members of professional organizations with impact on education/area of specialization of faculty.

7. Performs other duties as directed by superior officials.

NINA FRANCES DELAS ARMAS
HRDMO Officer

Approved by: Dr. PAZ H. DIAZ
VP Academics

Approved by: ROMEO P. DELA PAZ
President
11-08-2010