

# **WHO DOES WHAT AT SCHOOL ?**

Msgr. Camille Zeidan  
President, OEIC

Samir A. Costantine  
WAZNAT, Manager

## Table of Content

**Dedication**

**Acknowledgments**

**Introduction**

**Section One: Job Descriptions**

- 1. Rector**
- 2. Director of e-Learning and IT Initiatives**
- 3. Director of Purchasing**
- 4. Internal Auditor**
- 5. Director of Human Resources**
  
- 6. Vice Rector for Academics**
- 7. Principal**
- 8. Assistant Principal**
- 9. Head of Department**
- 10. Coordinator**
- 11. Teacher**
- 12. Supervisor of Learning Center**
- 13. Librarian**
- 14. Coordinator of Supervisors**
- 15. Discipline Supervisor**
  
- 16. Vice Rector for Finance and Administration**
- 17. Treasurer**
- 18. Students Accounts Supervisor**
- 19. Payroll Supervisor**
- 20. Chief Accountant**
- 21. Transportation Manager**
- 22. Storekeeper**
- 23. Campus Services and Physical Plant Manager**
- 24. Executive Secretary**
- 25. Secretary**
- 26. Receptionist**
  
- 27. Vice Rector for School Life**
- 28. Director of Public Relations**
- 29. General Secretary**

- 30. Security Officer**
- 31. Sports Activities Coordinator**
- 32. Coordinator of Counseling Services**
- 33. Psychologist**
- 34. Campus Chaplain**
- 35. Career Counselor**
- 36. Social Worker**
- 37. Coordinator of Medical Services**
- 38. Medical Doctor**
- 39. Pediatric Dentist**
- 40. Nurse**
- 41. Nutritionist**

## **Section Two: Job Specifications**

- 1. Educational Management**
- 2. Financial Management**
- 3. Human Resources Management**
- 4. Information Technology (IT) Management**
- 5. School General Secretariat**
- 6. Purchasing Management**
- 7. Sports Management**
- 8. Transportation Management**
- 9. Public Relations Management**
- 10. Supervisor of Learning Centers**
- 11. Social Worker**
- 12. Psychologist**

## Dedication

We dedicate this book,  
To all those who are in leadership positions in educational management,  
Who strive to accomplish the educational mission with professionalism  
We hope it'll be a light on their path towards new institutional horizons.

Msgr. Camille Zeidan

Samir Costantine

Acknowledgments:

Mr. Youssef Semaan El-Khoury for editing the Arabic version of the book,  
And Ms. Cynthia Charbel Chbat, for the graphic design.

This book was made possible through a generous donation from the Saint  
Joseph School-Cornet Chahwan and Waznat firm S.A.R.L.

## Introduction

Writing job descriptions and job specifications is a tool that helps manage the workplace in an efficient and organized way. It is an inevitable path, and probably the most successful one, on the institution's road towards Total Quality Management.

Writing Job Descriptions has at least five objectives:

1. Organizing the work through specifying and categorizing tasks, and assigning roles to the various existing positions in an institution in a manner that respects each individual's qualifications and expertise.
2. Sharing with each individual clearly the assigned tasks in order to make it possible for him/her to assume the responsibilities. This would allow for a fair and consistent performance appraisal to be done by the management.
3. Specifying rights and developing promotion and reward systems based on measurable professional criteria.
4. Enhancing teambuilding and teamwork, and making coordination among the various positions and functions possible. This shall reflect positively on the productivity levels and the quality of the services offered by the school.
5. Leading an institution towards achieving international accreditation standards and therefore achieving a status of Total Quality.

It is to join hands with Lebanese educational institutions which are trying to implement Continuous Improvement methods that this book is published. We trust that the leaders of those institutions will find in the book content what motivates them to tailor a project of their own to fit the schools they run.

Every institution has a history of its own. Leaders of schools ought to reflect on this particular history, explore it and remain faithful to it. Moreover, every school has its specificities that ought to be cherished.

The secret of success lies in the art of synchronizing the spirit of the institution and the requirements of today, and between the spirit of the school's mission and the techniques of professionalism.

The Patriarchal Maronite Synod called for institutionalizing work among the educational communities as a means to go ahead towards total quality. This book was meant to be a humble contribution in the path of complying with the Synod's works and resolutions.

## **The Authors**

### Section One: Job Descriptions

#### **1. Job Title: Rector**

Reporting Relationship: Authority of Appointment

Job Summary: The position has academic and administrative authority over all matters pertaining to the on-going educational services provided by the school, and is responsible for the overall efficient, safe and secure school operations.

#### Major Tasks Include:

1. Is responsible to bring the school to new and higher levels of academic standards by ensuring a new vision of dynamic academic excellence that is conveyed to, as well as understood and implemented by all staff members. Facilitates the introduction of new methods, techniques, materials and technology to advance the vision.
1. Ensures the improvement in academic excellence through overall program evaluation and the use of innovative classroom testing measurements.
2. Searches out new ideas and "best practices" in academic and educational administration, evaluates them and makes recommendations to the school Board about adopting or further testing (pilot study) the idea at the school.
3. Oversees the Admission process of the school to ensure it operates according to policy and procedures. May intervene in the process as necessary.
4. Ensures the financial viability of the school by monitoring the Budget to ensure allocated funds are spent in a timely and appropriate manner. Considers ways to reduce costs and increase revenues, and makes recommendations to the school Board for adoption.
5. Ensures the Budget development process is operating according to policy and procedures and that a Proposed Budget is completed in a timely manner.

6. Empowers staff by investing in their development and supporting them in applying innovative teaching and administrative techniques in their workplace. Also, empowers by giving each staff member appropriate authority, responsibility and ownership of tasks within the general responsibilities outlined in their job description.
7. Generally represents the school at public events and community activities related to the school, and also attends fund raising events.

#### INTERNAL WORKING RELATIONSHIPS

1. Meetings with relevant staff and the staff member's Principal or immediate supervisor to discuss issues of mutual concern.
2. Meets with teachers and students as needed
3. Meets with all Principals and department heads weekly to discuss work plans and activities for the week, and at other times, as needed, to review issues and solve problems
4. with "public relations" to ensure the message of academic excellence is communicated to the public.

#### EXTERNAL RELATIONSHIPS

- Parents – at intake, and to discuss progress, as needed
- Prospective Teachers – participate in the interview/hire process
- Other School Rectors – to discuss common issues and exchange ideas; see what materials they possess; how they are organized

### **2. Job Title: Director of IT and e-learning Initiatives**

Reporting Relationship: Reports to Rector

Job Summary: To manage and oversee information recording, processing and distribution systems. To plan, set and implement policies for operating, client/server, LAN, and telecommunications systems. To lead and assist with projects relating to management information systems, hardware, software, or other specific components.

Major Tasks Include:

- Develops and implements systems that provide management data as required on a consistent and protected basis. Develops a back-up protection system that ensures continued operations;
- Consults with management to determine information requirements of various departments, as well as to determine priorities, and assess needed systems and equipments;



- Maintains functional efficiency and productivity by developing, recommending, and upon approval, implementing, and coordinating policies and procedures;
- Consults with senior leadership involved with new projects to gain a better understanding of the needed software/hardware; oversees the studies and analysis designed to define needed equipment;
- Reviews various IT-related feasibility studies;
- Develops plans of action for new IT-relevant sections of a project, and oversees staff assigned to its various phases;
- Reviews reports of computer and peripheral equipment production, malfunctioning, maintenance to ascertain costs and plan operating changes;
- Tends to various IT-related maintenance and repair needs;
- Provides technical support to staff as needed;
- Assists in various IT-related projects;
- Remains up-to-date with respect to technical knowledge and supervisory skills;
- Prepares progress reports to inform the Rector on the IT status at the School and achievement/deviation from goals;
- Perform other duties of similar nature as requested by the school management.

### **3. Job Title: Director of Purchasing**

Reporting Relationship: Reports to Rector

Job Summary: To manage the daily purchasing activities in a manner that supports the goals of the organization and provides quality service.

Major Tasks Include:

- Is responsible for the School purchases; oversees the preparation, analysis, negotiation and review of contracts related to the purchase of equipment, materials, supplies, products or services – in accordance with the School’s purchasing policy;
- Works with the respective School divisions on the projection of the needed supplies and materials for the academic year;
- Acquires, distributes, and stores supplies;
- Takes responsibility for the School’s efficiency through tending to all purchases;
- Prepares orders, obtains and reviews at least two bids per item, effects the purchase upon getting approval on a particular bid, receives the goods, reviews the invoices to ensure that they match the approved bids, and delivers them to those who requested them; forwards the invoice for settlement;
- Ensures that bids and purchasing requests are conducted in accordance with applicable regulations and generally accepted purchasing standards of ethics in addition to meeting the School’s quality and service standards;
- Communicates effectively with staff and suppliers to resolve bid, contract, or purchasing problems demonstrating respect for all individuals;
- Networks with distributors, and visits relevant exhibitions and show-rooms to further enrich and upgrade the choice-making process; negotiates to ensure best deals for the School;

- Establishes contacts with various suppliers to ensure the procurement of the requested supplies and material;
- Coordinates closely with the Vice Rector for Finance and Administration;
- Cooperates with the accounting team.
- Presents, twice per year, written reports to the Rector;
- Perform other duties of similar nature as requested by the school management.

#### **4. Job Title: Internal Auditor**

Reporting Relationship: Reports to Rector

Job Summary: To conduct independent protective and constructive audits for the School with the objective of reviewing the effectiveness of accounting and administrative controls, financial records and efficiency of operations.

Major Tasks Include:

- Drafts audit programs after performing a survey of the operation to be audited;
- Performs examinations of financial &/or management operations;
- Evaluates the effectiveness of financial management controls over the various School sections and divisions;
- Provides technical advice to professional staff on appropriate financial and administrative controls;
- Examines records of departments and functions to insure the proper recording of transactions and compliance with generally accepted accounting principles, as well as with the School policies;
- Inspects accounting systems to determine their efficiency;
- Produces supportive documentary evidence from the examinations conducted;
- Reviews, evaluates, and assembles audit information into organized work papers that are clear, concise and comprehensive;
- Analyzes data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with the School's established policies or procedures;
- Prepares regularly initial rough draft reports of audit findings and recommendations and submits them to the Rector;
- Discusses audit findings and recommendations with the School management;
- Develops and maintains a professional, productive, and mutually respectful working relationship with other School staff.
- Cooperates in a professional manner with the external auditor.
- Prepares a yearly report and submits it to the Rector;
- Perform other duties of similar nature as requested by the school management.

#### **5. Job Title: Director of Human Resources**

Reporting Relationship: Reports to Rector

Job Summary: To ensure maximum flexibility and resource utilization. Plans, organizes and directs human resources, and risk management including liability, compensation and employee benefits.

Major Tasks Include:

- Plans, organizes, directs and manages the operations of the Human Resource Department;
- Interprets and ensures adherence to the School's personnel policies and procedures, develops related internal programs and policies;
- Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; motivates employees to improve their performance;
- Leads the formulation of department goals, objectives, and procedures;
- Ensures compliance with legislative mandates;
- Develops human resource related policies and procedures;
- Oversees the risk management program;
- Administers employee-employer contracts of agreement;
- Reviews and handles employee non-academic appeals and grievances;
- Develops short and long-range plans that address unmet needs in human resource program areas;
- Assists the Rector in the analysis and evaluation of the School management, organizational and operational issues and proposes appropriate recommendations for policy or program modifications;
- Coordinates with the management of other departments with reference to their respective recruitment and selection requirements, as well as problems related to employee relations;
- Reviews and monitors employee performance and other administrative matters;
- Participates in the hiring and evaluation of staff;
- Provides for staff training and professional development;
- Evaluates operational performance of the various divisions; reviews work methods and inter- intra-departmental procedures to ensure effective and efficient work flow and compliance with established policy and laws;
- Assists in the preparation of budget plans; and monitors the implementation process;
- Prepares periodic reports to the Rector;
- Perform other duties of similar nature as requested by the school management.

## **6. Job Title: Vice Rector for Academics**

Reporting relationship: reports to the Rector;

Job summary: to assume the responsibility of the Academics – including the various divisions and departments: this includes ensuring the proficiency and efficiency of the staff members; guaranteeing that the various elements of the academic programs are complementary and in continuity; and making sure that the overall school environment facilitates the learning process and prioritizes the students' best interest, and proper growth and development.

### Major Tasks:

#### Relations with the Principals

- Conducts regular and periodic meetings with the Principals, individually and collectively;
- Reviews and follows up on the progress reports received from the various divisions;
- Works closely with the Principals in relation to the student admissions process;
- Ensures that students with special needs are attended to in special programs;
- Reviews the agendas and the results of divisions meetings;
- Acts as a coordinator of Principals' efforts in various academic matters;
- Encourages interdivision coordination and cooperation;

#### Relations with the Heads of Departments

- Conducts regular and periodic meetings with the Heads of Departments; and may participate in the regular meeting held at the department level;
- Reviews and follows up on the progress reports received from the various departments;
- Approves academic textbook proposals prior to submitting them to the Rector;
- Promotes and coordinates the development of syllabi in cooperation with the Heads of Departments;
- Coordinates with the Heads of departments to address the academic requirements related to the student admissions process;
- Reviews the agendas and the results of departmental meetings;
- Encourages inter-departmental cooperation;

#### Relations with the Rector

- Assumes, upon written delegation, the responsibilities of the Rector in the absence of the latter;
- Acts as a primary source of information to the Rector on academic issues;
- Prepares and submits to the Rector a periodic report on the academic progress, and related issues and concerns;
- Assists the Rector in the preparation of studies and reports related to academics;

- Provides analytical studies that guide the strategies for the development of the school;
- Develops guidelines for the distribution of tasks and hours amongst the various teachers in coordination with Principals and Heads of Departments;
- Develops guidelines for the distribution of hours for the usage of classrooms and halls;

#### Overall school policies

- Participates in strategic school-level meetings;
- Provides leadership to all departments and divisions;
- Ensures the maintenance of quality academic standards in the school;
- Implements the overall annual academic goals, objectives, and related budget plans;
- Monitors and evaluates at various level the academic process, including curricula and methods;
- Recommends changes to the academic process when needed;
- Ensures the continuity and integrity throughout the academic program and in relation to the government set curriculum;
- Encourages networking with Departments of Education at local universities;
- Ensures the development and implementation of curricular and extra curricular activities related to the school program;
- Develops, in close coordination with the related personnel, the guidelines for the goals and functions of the libraries, the Documentary Center, and the IT and e-learning initiatives;
- Develops, in close coordination with the principals a continuing education program for the principals, coordinators and teachers;
- Perform other duties of similar nature as requested by the school management.

### **7. Job Title: Principal**

**Reporting Relationship:** Reports to Vice Rector for Academics

**Job Summary:** To assume overall responsibility for the division's administration as well as learning environment, program effectiveness, efficient performance of teachers, learning process and discipline of students, as well as the achievement overall goals and objectives of the division.

**Major Tasks Include:**

#### Administrative Tasks

- Ensures the formation, and application, of relevant division-related policies and procedures, as well as the implementation of those pertaining to the overall School;

- Develops annual goals, objectives, and budget plans for the division;
- Ensures that the goals and objectives meet with the set government standards in Lebanon;
- Ensures an environment that is conducive to learning and development;
- Plans in coordination with the Heads of Departments the division's annual calendar, as well as the schedule including the allocation of hours and tasks to division teachers;
- Prepares and submits periodic reports to the Vice Rector for Academics;
- Participates in the meetings of principals to discuss issues of common concern;
- Supervises the work of the administrative staff and workers of the division;
- Reviews the progress reports of respective team members and follows-up on pending and problematic issues;
- Assists in the recruitment process;
- Attends all division-related meetings;
- Attends all academics-related meetings at the School level;

#### Program Effectiveness

- Evaluates, and recommends syllabi changes as needed;
- Ensures the follow up on academic planning;
- Coordinates closely with the other division principals and vice-rectors to ensure program integration, to follow-up on special individual cases, and to brainstorm for new and potential ventures;

#### Teachers' Performance

- Meets regularly, in groups and on one-on-one basis, with faculty members and coordinators to evaluate achievements and to discuss academics-related issues including methodology, syllabi, progress of students; exam programs;
- Reviews, together with the Assistant Principal, the lesson plans of the respective teachers and monitors their progress against their set goals and objectives;
- Conducts regular classroom visits to monitor methodological approaches used, and the level of interaction;
- Promotes team-work and team-spirit amongst the various faculty and staff members in the division – as well as in interacting with members of parallel divisions;
- Monitors the implementation process and the performance of faculty and team members;

#### Students' Discipline

- Meets regularly, in groups and on one-on-one basis, with supervisors to discuss approaches, achievements, and discipline-related issues and concerns;
- Handles problematic situations at all inter-relational levels;

#### Students' Learning

- Meets with parents to follow-up on the situation or progress of their children;
- Ensures that special attention is given to children with learning disabilities; and follows-up on the progress made;

#### Overall Divisional Objectives and Goals

- Communicates to faculty and staff new program directions or School-related issues;
- Collaborates with counselors, health department, chaplains, and social workers for handling special cases within the division;
- Organizes extra-curricular activities and programs, including but not restricted to, an annual exhibition and end-of-year festivities;
- Organizes capacity building workshops for faculty and team members in coordination with the Director of Human Resources.
- Follows-up on relevant training workshops and ensures the participation of division team members;
- Ensures the transfer of knowledge in between team and faculty members;
- Ensures the fulfillment of the objectives of the learning centers such as libraries, labs, art room, religion room, and computer centers;
- Perform other duties of similar nature as requested by the school management.

### **8. Job Title: Assistant Principal**

Reporting Relationship: Reports to Principal

Job Summary: To assist the Principal in the various administrative, technical and academic tasks; to support the Principal in ensuring that the various policies related to the division are being met.

#### Major Tasks Include:

- Works closely with the Division Principal;
- Liaises between the Principal and the division teachers, coordinators, and other concerned members of the academic and administrative staff;
- Assists the Principal in the development of the weekly scholastic schedule; as well as the exam programs;
- Assists the Principal in the monitoring of the teachers' lesson preparation records;
- Assists the Principal in monitoring students' copybooks, homework, and tests;
- Provides instructions to teachers on behalf of the Principal with regard to academic, administrative and extra-curricular activities;
- Develops a caring approach to deal with problematic students;
- Assists the Principal in the preparation and leadership of academic meetings;
- Attends all academic-related meetings, as well as the respective division meetings;

- Ensures, subject to the approval of the Principal, the availability of all academic-related or otherwise needed material and equipment for the division;
- Follows-up on the implementation of rules and regulations by teachers and students;
- Is available on the playgrounds with the students on breaks and maintain close coordination with the supervisors' coordinator;
- Disciplines students and monitors attendance;
- Assists in, and coordinates the design and implementation of the activities, programs, assemblies, fund raising and other meetings for students;
- Prepares and submits periodic reports to the Principal on the progress in the division;
- Participates in board meetings and educational conferences;
- Perform other duties of similar nature as requested by the school management.

## **9. Job Title: Head of Department**

Reporting Relationship: Reports to Vice Rector for Academics

Job Summary: At the whole school level, the Head of the Department plays the role of the coordinator of coordinators. However, being a coordinator of a division as well, the Head of Department in his/her division plays the role of a coordinator and should comply with the job description of the coordinator. As Head of the Department, he/she shall monitor the effectiveness of the departmental goals and objectives, as well as ensure the timely curricular and methodological modifications as the need arises.

Major Tasks Include:

With the Principal,

- Coordinates closely with the respective division principals and ensures the participation of their teachers in training workshops;
- Assists in the recruitment process of new teachers for his/her particular discipline;
- Participates in the handling of academic-related problems pertaining to his/her discipline;
- Monitors the performance of new teachers;
- Monitors the preparation of School entrance exams;
- Oversees the preparation of periodic exams in terms of content, and monitors the results;
- Plays an advising role to the Principal on issues pertaining to his/her particular discipline;

With the Coordinators,



- Helps the coordinators in their work with the division teachers to break down the overall discipline goals to form their own annual objectives and syllabi and to monitor the progress against annual plans;
- Evaluates with coordinators particular phases or events (summer school, curriculum for the coming year, exams, workshops, ..) and plans for upcoming ones;
- Develops, plans, and supervises the implementation of annual subject/discipline goals and objectives in cooperation with the coordinators;
- Holds a meeting per term with the coordinators and teachers to discuss issues, concerns, new developments, and needs for change ;
- Conducts continuous assessment and curricular review to ensure a consecutive vertical flow of information in terms of content; performs curricular adjustments accordingly;
- Receives copies of the reports that the coordinators submit to the Principals in order to remain up-to-date on the work progress in the different divisions and cycles.

With the Teachers,

- Monitors methodological applications in classrooms, discusses the issues with the concerned coordinator, and makes recommendations accordingly to the Vice Rector for Academics;
- Updates the information of the teachers in relation to new applications, illustrations or methodological approaches related to the discipline itself;
- Assesses the development needs of the teachers' of the discipline under his/her supervision, and provides appropriate professional training in coordination with the Director of Human Resources;

General,

- Provides instructional leadership to ensure that the discipline is responsive to the students in various divisions;
- Creates a positive climate and work environment for the teachers and develops opportunities for their recognition;
- Provides periodic reports to the Vice Rector for Academics;
- Perform other duties of similar nature as requested by the school management.

### **10. Job Title: Coordinator**

**Reporting Relationship:** Reports to Principal/Assistant Principal and coordinates with fellow coordinators and head of Departments.

**Job Summary:** To ensure the compatibility and complementarity within the division in relation to a particular discipline / subject; the achievement of targeted educational and

methodological objectives. As he/she provides support and advice to the teachers, the Coordinator ensures the availability of needed resources and material that are essential for the implementation of the program.

Major Tasks Include:

- Develops, supervises and follows-up on the achievement of division-related educational goals and objectives of his/her discipline subject; conducts on-going program-related evaluations to ensure its efficiency and effectiveness;
- Guides teachers in the prioritization of their respective periodic goals, and reviews each teacher's annual program allocation;
- Follows-up with the division teachers, and provides them with needed support and advice;
- Helps developing teachers' level of competency and proficiency in lesson preparation and compares that with the teacher's progress in the achievement of their periodic goals;
- Coordinates closely with the coordinators of the respective divisions to ensure that the various aspects and sections of the overall education program complement each other;
- Provides special attention to the approaches utilized with academically-struggling students having particular academic needs;
- Holds regular periodic teachers' meetings;
- Follows-up on the teachers' needs of educational resources and materials, and ensures their timely provision;
- Organizes division related activities concerning his/her subject (projects, field trips, exhibition,...);
- Keeps track of teachers' and other related reports, and in turn, submits periodical reports on the progress of the division to the Principal/Assistant Principal.
- Provides professional to the teachers on lesson plans, preparation of test items, corrections schemes, and test evaluation;
- Assists the Division Principal in writing reports on the academic progress of the division;
- Perform other duties of similar nature as requested by the school management.

**11. Job Title: Teacher**

Reporting Relationship: Reports to Division Principal/Coordinator

Job Summary: To ensure effective education in the discipline / subject of their focus in line with the frameworks, objectives and goals set by the respective department, division and the School at large.

Major Tasks Include:

On top of the tasks required by the Lebanese laws and regulations, the teacher:

- Creates a classroom atmosphere that is conducive to learning;
- Plans, prepares and delivers lessons to a range of classes in accordance with the set respective frameworks, and using appropriate supportive illustrations and material;
- Uses interactive and empowering teaching approaches that are appropriate with the respective targeted age-groups and subject matters;
- Marks students' work and gives feedback;
- Motivates and encourages students to develop their potential;
- Maintains records of students' progress and development;
- Manages students' behavior in the classroom; applies appropriate disciplinary measures as defined by the School administration;
- Remains up-to-date with changes and developments relevant to their subject matter or discipline;
- Supervises and builds the capacities of teaching assistants;
- Participates, as needed, in the development of departmental strategic plans;
- Participates with other members of the department / discipline in the establishment and development of new curriculum, materials, and frameworks;
- Attends departmental meetings, parents' meetings, ...
- Participates in the orientation of new teachers;
- Abides by health and safety regulations as well as all School policies;
- Supervises students as needed;
- Liaises with fellow teachers of the same discipline, as well as of the same class;
- Reports on students' related issues to the Principal;
- Perform other duties of similar nature as requested by the school management.

## **12. Job Title: Supervisor of Learning Center**

Reporting Relationship: Reports to Principal

Job Summary: To ensure the timely accessibility and availability of proper usable supportive and applicable tools and means (Science laboratories, audio-visuals, library resources ...) that complement current lessons and facilitate the students understanding of them. He/she is proactive in seeking to develop the Learning Center(s) and keep it equipped with the most advanced tools and material.

Major Tasks Include:

- Coordinates with the various teachers in the division and is personally responsible to ensure the timely preparedness of needs tools (resources or equipment) that complement the topics of their lessons;
- Ensures that all tools, resources and equipment are well maintained and properly functioning through performing regular check-ups and periodic maintenance revision on all;

- Tends to identified shortages or repairs needs communicated through the respective teachers in a timely manner;
- Ensures the availability of up-to-date tools that fit with the planned topics for the specific academic term;
- Closely monitors the needs of the respective teachers and coordinates the usage of the tools/equipment/resources in a communicated program that avoids overlapping schedules;
- Provides suitable and adequate guidance to students in their research work;
- Maintains an inventory of the respective tools/resources/equipment under his/her supervision;
- Networks with resource centers as well as peers in other schools and participates in periodic relevant conferences that build up his/her knowledge of the needs and resources available for the Learning Center;
- Helps students prepare demonstrations, use laboratory tools, and accomplish field assignments;
- Supervises individual/group projects and laboratory work;
- Ensures the supply of the best quotations for the laboratory related purchases and the recommendation of vendors;
- Keeps the Principal updated on maintenance, procurement and expansion plans and results;
- Prepares, and submits, regular periodic progress reports to the Principal;
- Perform other duties of similar nature as requested by the school management.

### **13. Job Title: Librarian**

Reporting Relationship: Reports to Principal

Job Summary: To provide a functional and inviting library that supports school curriculum and recreational reading; to inform teachers, students, and appropriate school staff of available library resources and learning tools; and guide them to become effective users of ideas and information.

Major Tasks Include:

- Selects and orders books, periodicals, audio-visual learning aids, and other printed and non-printed materials appropriate to student and staff instructional needs and according to the School policy;
- Defines the policies of the libraries at the beginning of the year;
- Collaborates with teachers to collect resources related to students' research work.
- Implements and applies electronic systems for instruction, research and management;
- Circulates materials and equipment to students and teachers, and prepares and distributes fine lists for overdue, damaged and lost books, and maintains a daily circulation record;
- Manages the evaluation, acquisition, and processing of books, materials and equipment for the library;

- Maintains materials and equipment by repairing damaged books, selecting books and periodicals for bindery, and discarding materials that are no longer usable;
- Conducts an annual inventory of books, materials, and equipment;
- Provides individual assessment in book selection as well as library enrichment, as appropriate;
- Keeps the director of the division informed about the whereabouts of the library;
- Catalogues books using the Dewey system;
- Adapts activities that conform with the library mission and that are of interest to students;
- Holds term meetings with all librarians to discuss detailed objectives and activities for the following term;
- Keeps the Internet site updated with the activities done in the different libraries of the School.
- Demonstrates professional responsibility by attending workshops, conferences, and in-service sessions, as appropriate;
- Instructs staff and student in location and use of library materials and equipment;
- Develops guides and bibliographies and makes verifications, checks book orders, maintains reserve collections;
- Handles enquiries and questions directly;
- Assists in reference searches;
- Submits periodical reports to the Principal;
- Perform other duties of similar nature as requested by the school management.

#### **14. Job Title: Coordinator of Supervisors**

Reporting Relationship: Reports to Principal

Job Summary: To provide leadership for the team of division supervisors, prompting them to encourage students to abide by School policies and regulations. The Coordinator of Supervisors also oversees the performance of the supervisors and their interaction with the students as they seek to maintain order.

Major Tasks Include:

- Works closely with the team of division supervisors and guides them in monitoring the behavioral patterns of the students, and their abidance with the School policies and regulations;
- Meets regularly with division supervisors; evaluates the process and recommends adjustments in supervision strategy as needed;
- Assists the Principal in the scheduling of the daily program;
- Establishes a caring relationship with the students and encourages the supervisors to do the same;
- Develops, and implements, a plan for the supervision of periodic exams;
- Oversees the supervisors' preparation of the classrooms, allocation of duties and tasks, as well as the seating arrangements of students during the exams;

- Is available on Campus during breaks to monitor the students, and to provide timely reprimands as needed;
- Communicates relevant decisions to the team of supervisors;
- Ensures, together with the division supervisors, that school property is protected from intentional harm;
- Monitors absenteeism and tardiness;
- Alerts teachers with relevance to specific behavioral patterns related to division students;
- Meets with the parents of students with discipline related problems subject to the approval of the Principal;
- Prepares agenda for weekly meetings with supervisors to discuss anticipated or faced challenges, the organization of indoor and outdoor programs, campaigns and the celebrations of special events...
- Prepares, and submits, regular periodic reports on supervision process to the Principal;
- Perform other duties of similar nature as requested by the school management.

### **15. Job Title: Discipline Supervisor**

Reporting Relationship: Reports to Principal

Job Summary: To assist the Principal in maintaining a positive and safe school environment by monitoring student behavior outside the classroom; identifying and implementing intervention strategies, and enforcing school regulations and policies.

Major Tasks Include:

- Follows-up on student behavior outside the classroom area including hallways, parking lots, lunch areas, bus zones, and the immediate surrounding of the School community; Intercedes as and when necessary;
- Seeks the approval of the Principal or Assistant Principal before meeting with the parents of students with discipline-related problems;
- Follows-up on daily reports related to assembly, tardiness, dismissals, sickness, and rule infractions; giving special attention to students with disciplinary problems;
- Enforces school rules through the referral process and refers students to the Principal for further discipline;
- Involves the Principal or Assistant Principal in relation to issues with teachers;
- Notifies fellow supervisors of issues that require attention;
- Keeps the Principal informed of the disciplinary progress and recommends policy changes or amendments upon need;
- Perform other duties of similar nature as requested by the school management.

### **16. Job Title: Vice Rector for Finance & Administration**

Reporting Relationship: Reports to Rector

Job Summary: To provide leadership, direction, and management to the administrative, business planning, accounting, and budgeting functions of the School.

Major Tasks Include:

- Develops a strategy for the finance and administration function and ensures that the relevant team members work towards achieving annual objectives and plans;
- Manages and directs all financial (statements – balance sheets, & income statements) and administrative functions for the School, mainly budget, finance, transportation and facilities.
- Ensures adherence to the School's general policies and procedures, and develops internal programs and procedures;
- Coordinates, and implements changes and improvements in financial and management information systems;
- Prepares and manages the consolidated budget, coordinates closely with the internal and external auditors, and manages school reserves;
- Ensures development and assessment of the School's physical plant;
- Creates and maintains a school environment that is sensitive to the needs of faculty, students, and staff;
- Coordinates health, safety, and risk management functions;
- Participates in the strategic planning and management of the School, in conjunction with the Rector and fellow Vice Rectors;
- Prepares periodic reports to the Rector on progress versus plans;
- Perform other duties of similar nature as requested by the school management.

### **17. Job Title: Treasurer**

Reporting Relationship: Reports to Vice Rector for Finance & Administration

Job Summary: To manage cash flows at the School; supervise the receipt, disbursement, banking and protection of all monies received by the School, and perform related duties as required.

Major Tasks Include:

- Abides by and implements the School's policies and procedures relating to cash management, debt management, and other treasury related functions;
- Records the daily cash transactions and ensures their distribution in their appropriate accounts; forwards records to the accounting team;
- Settles due payments following the approval of the Vice Rector for Finance and Administration;
- Ensures the timely collection of all due receivables (tuition fees, other income,...) from the various bodies, units and functions;
- Effects payments to all campus personnel in accordance with an approved schedule;
- Provides the Vice Rector for Finance & Administration with the daily results;

- Effects daily bank deposits as well as other bank-related tasks;
- Ensures that the existence of the approved amount of cash-on-hand at the Treasury is consistent with the school's policy;
- Liaises closely with various other Finance team members;
- Coordinates closely with the IT Department;
- Provides periodic summary reports to the Vice Rector for Finance and Administration;
- Submits biannual detailed reports to Rector;
- Perform other duties of similar nature as requested by the school management.

### **18. Job Title: Students' Accounts Supervisor**

**Reporting Relationship:** Reports to Vice Rector for Finance & Administration

**Job Summary:** To monitor and coordinate the Students Receivable accounts including the preparation and review of student billing records in accordance with government and the School regulations.

**Major Tasks Include:**

- Prepares and reviews student financial accounts including assessing the School charges, posting of payments and collections, error detection and correction abiding by the School policies;
- Tends to billing enquiries;
- Communicates with the Rector concerning the cancellation of charges or exceptions to established policies, and assesses the impact of the decision on future collection policies;
- Discusses complicated situations with the Vice Rector for Finance & Administration and recommends solutions;
- Corresponds through notices, letters, phone calls with students, parents, and third parties regarding bad debts and returned checks;
- Notifies related functions with reference to the need to place or release financial holds on student grade reports and registration;
- Enforces policies and procedures for non-payment, enrollment cancellation, charge assessment and payment deferral agreements;
- Perseveres with consistency in the collection of student and non-student debts;
- Supervises process of collection documents;
- Submits periodic reports to the Vice Rector for Finance & Administration on the collection process and challenges encountered;
- Submits biannual detailed report to Rector;
- Perform other duties of similar nature as requested by the school management.



## **19. Job Title: Payroll Supervisor**

**Reporting Relationship:** Reports to Vice Rector for Finance & Administration

**Job Summary:** The Payroll Supervisor performs complex payroll transactions and related duties.

### **Major Tasks Include:**

- Follows-up regularly on decrees and circulars related to salaries, wages and related items; implements – in coordination with the Vice Rector for Finance & Administration - and coordinates program changes in accordance with policies and procedures;
- Provides information and assistance to department/division employees concerning paychecks, payroll forms, and personnel rules and regulations;
- Monitors transaction adjustments involving premium pay, workers' compensation...;
- Supervises all entries of payroll transactions;
- Compiles information and prepares payroll reports such as sick leave, leave without pay, etc...;
- Prepares quarterly indemnity fund schedules;
- Prepares income tax schedules;
- Prepares family allowance schedules;
- Processes new payroll forms for new employees;
- Prepares, and forwards to the Vice Rector's office, monthly payment schedules three days before their due date;
- Calculates employee advances and adjustments in salaries; and follows-up on reimbursements in coordination with the accounting team;
- Verifies special transportation allowances reports for accuracy before submitting to the Accountants;
- Drafts letters and reports concerning payroll information requested by management;
- Coordinates with the IT team and the Vice Rector for Administration & Finance;
- Follows-up on changes in employee contracts, personnel rules, ...
- Coordinates closely with the Rector and submits biannual detailed report;
- Perform other duties of similar nature as requested by the school management.

## **20. Job Title: Chief Accountant**

**Reporting Relationship:** Reports to Vice Rector for Finance & Administration

**Job Summary:** To provide guidance and direction over all professional, technical and clerical accounting workers, including those who are in other divisions.

### **Major Tasks Include:**

- Supervises and coordinates the development of accounting policies and procedures;

- Supervises and coordinates the development and maintenance of a central system of accounts for all the School departments;
- Supervises the compiling and preparation of annual financial reports for the School;
- Supervises and reviews special reports and audits;
- Supervises and reviews the disbursement function;
- Supervises the payroll operation;
- Compiles, in coordination with the various division heads, and prepares the School's annual budgets;
- Monitors budget expenditures versus approved budget plans;
- Ensures monthly reconciliation with the School's bank account(s);
- Recommends and effects – upon approval - budget changes as needed;
- Conducts research and develops budget forecasts;
- Coordinates with the IT department;
- Prepares periodic reports on financial position and submits them to the Vice Rector for Finance and Administration;
- Submits biannual detailed reports to Rector;
- Perform other duties of similar nature as requested by the school management.

## **21. Job Title: Transportation Manager**

**Reporting Relationship:** Reports to Vice Rector for Finance & Administration

**Job Summary:** To provide the administration, leadership, management and operation of the Transportation Department.

### **Major Tasks Include:**

- Plans, organizes and directs the work of the Transportation staff;
- Contracts drivers after seeking the approval of the Vice Rector for Finance and Administration;
- Develops and monitors the implementation of an annual transportation schedule that ensures the transportation of students to and from school;
- Prepares, justifies and implements the department's budget and financial plans;
- Monitors relevant billing and payment information;
- Develops relevant policy, and dismissal recommendations and presents them to the Vice Rector for Finance and Administration;
- Seeks innovative ways to improve the School's transportation services;
- Ensures the proper maintenance of the School's fleet of buses and vehicles;
- Ensures that all team members are properly equipped with needed licenses and abide by internationally accepted driving and security standards;
- Monitors the conduct of drivers with students on school campus and on the roads;
- Monitors the cleanliness of the transportation vehicles;
- Holds regular meetings for the transportation team;
- Coordinates with the Students' Accounts Supervisor with regards to financial issues;

- Ensures efficiency and punctuality of transportation team;
- Prepares periodic reports to the Vice Rector for Finance & Administration on the process versus annual plans and objectives;
- Perform other duties of similar nature as requested by the school management.

## **22. Job Title: Store-Keeper**

Reporting Relationship: Reports to Vice Rector for Finance and Administration

Job Summary: To store, keep record, and make available all needed supplies and material.

Major Tasks Include:

- Ensures that needed items are available in a timely manner;
- Maintains records of purchased and delivered supplies and material;
- Ensures that all delivery notes are duly signed and stamped;
- Maintains records of available stock of supplies and material;
- Suggests alternative brands and substitutes to the relevant departments and divisions;
- Follows-up with respective department contact people to ensure that procured items were of the requested quality and specification;
- Ensures that all purchased items are maintained in a safe location;
- Maintains a store security system;
- Liaises closely with the Director of Purchasing and the accounting department;
- Ensures that all records are computerized and backed up periodically;
- Ensures the usage of user-friendly computer software programs that facilitate the presentation of up-to-date stock and financial position;
- Maintains a clear and fast ordering system;
- Perform other duties of similar nature as requested by the school management.

## **23. Job Title: Campus Services and Physical Plant Manager**

Reporting Relationship: Reports to Vice Rector for Finance & Administration

Job Summary: To supervise and manage construction and maintenance operations, housekeeping and all related services.

Major Tasks Include:

Tasks Related to Services

- Develops and pursues the implementation of annual services-related objectives that maximize the efficiency of the Campus;

- Is in charge of the School shop – including the provision of needed supplies and the supervision of the day-to-day business;
- Is in charge of the station – ensuring the provision & proper distribution of fuel, keeping stock of reserves, keeping record of daily transactions, and conducting regular inventory control;
- Develops and implements standards, policies, and procedures to improve the overall housekeeping of the Campus;
- Manages and directs assigned staff;
- Coordinates and directs support services to the various Campus functions;

#### Tasks Related to Physical Plant

- Oversees the maintenance – after securing the Vice Rector’s approval; contacts workers and contractors; ensures the availability of needed raw materials and equipment – in accordance with the School’s purchasing policies;
- Prepares, and updates the School’s Asset List;
- Oversees the operation and maintenance of diversified structures, equipment and systems within the physical plant;
- Coordinates with campus units and other operational units as well as with the Supervisor of Campus facilities;
- Assists in developing, planning and evaluating strategies or programs to meet operational objectives;
- Interfaces with department administrators, facilities staff, and others to identify needs and issues related to operating the buildings on campus;
- Conducts regular and detailed inspections on each of the campus buildings to assess its external and internal conditions such as wall paint, windows, doors, furniture in general (cupboards, desks, chairs, bulletin boards, ...) heating equipment, plumbing, water closets, tiles, ...
- Conducts regular and detailed inspections on the Campus grounds - garden as well as campus roads, sign boards;
- Ensures on-going accessibility to utilities (Telephone and electric power system, water ...); reviews and settles related bills in a timely manner; maintains records of all related official documentation;
  
- Conducts regular and full maintenance to the School generator(s), ensure availability of fuel for usage when needed;

#### Administrative Tasks

- Supervises staff that perform various support services, and ensures their regular interaction with the contractors;
- Prepares invoices and cheque payments and forwards them to the Vice Rector for Finance & Administration for his control and signature, before obtaining the Rector’s final approval;
- Prepares periodic reports on the overall condition and processes related to the physical plant;
- Prepares management and analytical reports and makes recommendations for improvement;

- Coordinates with the Vice Rector for Finance & Administration;
- Maintains records of all maintenance contracts, suppliers, and repairs consultants and technicians;
- Maintains harmonious relations with colleagues;
- Updates the Vice Rector for School Life, verbally and in writing, on the results of the Campus rounds, and the work at hand;
- Follows up on written requests and periodic updates from the teams working at the various campus facilities in relation to any repairs needed; keeps track of the requests and ensure that needed maintenance and repair work is done;
- Supervises the maintenance work in process and reports accordingly; responsible for ensuring that quality work is being done;
- Prepares weekly reports on the progress of the support services, as well as related issues and concerns;
- Submits detailed biannual reports to the Rector;
- Perform other duties of similar nature as requested by the school management.

#### **24. Job Title: Executive Secretary**

Reporting Relationship: Reports to the Rector/Principal.

Job Summary: To manage the Rector's/Principal's office providing support; performing a variety of administrative and secretarial tasks.

#### Major Tasks Include:

- Coordinates flow of people and work through the Rector's/Principal's office;
- Handles the Rector's/Principal's correspondence; reads incoming mail and prepares relevant documentation;
- Prepares memos on behalf of the Rector/Principal and as needed;
- Collects data and prepares comprehensive reports and presentations for / on behalf of the Rector/Principal as needed;
- Arranges the logistics for events planned by the Rector/Principal;
- Maintains the Rector's/Principal's calendar and schedule; makes appointments and travel arrangements;
- Maintains the Rector's/Principal's files and records;
- Liaises with the Vice Rectors, Directors, General Secretary and other members of the School management team in matters of importance in the absence of the Rector/Principal;
- Follows-up with members of the School's team on issues pursued by the Rector/Principal;
- Perform other duties of similar nature as requested by the school management.

#### **25. Job Title: Secretary**

Reporting Relationship: To the respective supervisor (Division/Office).

Job Summary: To perform a number of clerical and administrative tasks at the office.

Major Tasks Include:

- Types letters, reports, documents ... and ensures the absence of spelling mistakes;
- Maintains a proper filing system;
- Tends to phone calls relevant to the department;
- Handles in-coming and out-going mail;
- Provides support to respective department team members;
- Stays up-to-date on Information Technology related to their work;
- Perform other duties of similar nature as requested by the school management.

## **26.Job Title: Receptionist**

Reporting Relationship: Reports to General Secretary

Job Summary: To perform general receptionist and telephone operating duties in addition to certain clerical tasks as filing, typing, photocopying ...

Major Tasks Include:

- Responds to telephone calls, and transfers callers to intended staff members;
- Takes messages for staff members;
- Receives and welcomes people and visitors; assesses their requests and directs them accordingly;
- Provides callers and visitors with requested generic information about the school as needed;
- Receives, sorts, and distributes incoming mail;
- Performs clerical functions relevant to school reception activities;
- Makes photocopies of documents as requested;
- Maintains office files and records;
- Maintains up-to-date telephone contact lists;
- Perform other duties of similar nature as requested by the school management.

## **27.Job Title: Vice Rector for School Life**

Reporting Relationship: Reports to Rector

Purpose of Position: To provide leadership for the Guidance & Counseling function that supports the development of the students' personality and ensures that the School environment is conducive of learning and development; the Vice Rector for School Life is also responsible for the Public Relations and General Secretariat, campus facilities and medical services.

Major Tasks Include:

- Leads the development of an overall guidance and counseling program of the School;
- Ensures that the program gives special attention to students who are in need of guidance;
- Ensures that the various subordinate teams are provided with the appropriate environment for them to function according to acknowledged quality and standard;
- Coordinates in-service and retreats for Counseling team and faculty members; as well as for students;
- Reviews and approves the proposed strategies, annual objectives and plans, as well as budget projections, for the respective functions under his leadership;
- Supervises progress against annual objectives and orientation plans, particularly those that are related to the students' personalities, education and vocations; as well as those related to networking with local colleges and universities, in addition to prospective employers for the benefit of the students, graduates/ alumni;
- Networks closely with division Principals in relation to the prospects of students;
- Coordinates spiritual functions and ceremonies in close cooperation with the campus chaplain, principals and the Rector;
- Supervises the development of spiritual, educational and occupational resource center for use by the school community;
- Follows-up on the impact of the relevant "School Life" programs and functions;
- Meets with relevant team and faculty members in relation to the students' School Life;
- Liaises closely with fellow Vice Rectors to ensure the compatibility and complementarity of the various functions and projects;
- Plans regular and relevant workshops that build team spirit and tend to relevant issues and directions;
- Holds regular meetings with the Coordinators of the various functions that are under his leadership to discuss issues at hand;
- Keeps heads of teams informed of School related issues and policy changes;
- Keeps the Rector informed of plans and progress, as well as issues and concerns;
- Proposes to the Rector policies and procedures related to the functions under his supervision;
- Participates actively in meetings that affect the ministry and direction of the School;
- Meets regularly with the Rector;
- Prepares periodic reports to the Rector on on-going processes as well as on issues and concerns;

- Perform other duties of similar nature as requested by the school management.

## **28. Job Title: Director of Public Relations**

Reporting Relationship: Reports to Vice Rector for School Life

Job Summary: To lead public relations including news media relations, alumni relations, information services – and the marketing track.

Major Tasks Include:

- Cooperates closely and regularly with School Management for the setting of strategic the School goals/objectives and budgets, as well as for the development of public relations related policies and procedures;
- Develops, and implements, annual objectives relevant to the various public relation tracks (media, alumni, ...);
- Maintains effective communication and partnerships within and without the Campus;
- Participates in School meetings and relevant special projects;
- Plans, coordinates and implements a variety of activities and programs for the School alumni;
- Establishes and maintains contact with alumni to assist in planning and implementing appropriate activities;
- Follows-up on requests for information about the School;
- Supervises the preparation of publications, informational and other communication material related to the School;
- Conducts research, identification, and solicitation activities to raise funds from alumni and others for financial support of specific School needs;
- Proposes annual budget plans for approval by the Vice Rector for School Life;
- Prepares periodic reports to the Vice Rector for School Life on progress versus plans;
- Perform other duties of similar nature as requested by the school management.

## **29. Job Title: General Secretary**

Reporting Relationship: Reports to Rector

Job Summary: To accurately prepare and handle all official tasks and documentation related to the School – whether they are related to the student body, faculty, Board, or the government – and present them in their final form to the Rector.

Major Tasks Include:

- Prepares, and issues, decisions and notifications on behalf of the Rector;
- Coordinates with all School sections and divisions;
- Calls for weekly Board meetings; prepares agenda and takes minutes of the Financial Board meetings;
- Receives, and handles, the queries of students' families;



- Tends to all incoming mail addressed to the School, and responds accordingly;
- Prepares relevant documentation, and follows-up on legal issues with the respective official bodies;
- Prepares, submits on time, and follows-up on all official requests such as the students' lists with the respective government bodies;
- Prepares School-related statistics for submission to the General Secretariat of Catholic Schools in Lebanon, as well as other bodies upon request;
- Ensures that the following tasks are accomplished; the preparation, and timely submission of documents and forms related to the National Social Security Fund (NSSF), and the preparation and payment of income tax;
- Ensures the collection of due NSSF reimbursements;
- Establishes and follows-up on relations with insurance companies and hospitals;
- Provides students and faculty with requested official certificates;
- Helps in resolving conflicts on behalf of the rector;
- Keeps the Rector aware of the progress and accomplishments of the various tasks handled by the General Secretary;
- Supervises the registration of new students and ensures that all relevant documentation is in order;
- Ensures that the School archives are properly maintained and updated; follows-up on the file documents of all the School team – students, faculty and staff;
- Coordinates closely with the various school principals; and with the students in relation to the results of their official exams;
- Ensures that outdoor activities, scouts trips included, are properly organized and coordinated.
- Prepares periodic achievement reports for the Rector;
- Perform other duties of similar nature as requested by the school management.

### **30. Job Title: Security Officer**

Reporting Relationship: General Secretary

Job Summary: To ensure the on-campus security of School faculty, staff, students, and visitors; to perform routine security and public safety patrol duties on-campus; alert stakeholders in the case of emergencies, and advise appropriate action.

Major Tasks Include:

- Ensures that all proper security measures are taken on campus;
- Monitors the vehicle circulation in and around the campus in compliance with school policies;
- Monitors and controls the flow of visitors entering the campus;
- Performs periodic security checks on and around school premises;
- Detects and alerts assigned responsible of any suspicious people or circumstances within the vicinity of the School;
- Alerts violators of School security policies and procedures;
- Provides assistance to students, faculty and staff upon need;
- Ensures that School property is not subject to abuse;

- Perform other duties of similar nature as requested by the school management.

### **31. Job Title: Sports Activities Coordinator**

Reporting Relationship: Reports to the General Secretary

Job Summary: To ensure the development of physical education programs (for all classes and levels) that promote the development of the students' physical attributes and social skills. To promote the fundamentals of sports activities; to plan, develop, coordinate and manage sports events and competitions; to build a positive team spirit and to highlight safety rules and regulations.

Major Tasks Include:

- Ensures that Coaches and physical education instructors demonstrate game(s) techniques and methods of participation;
- Ensures that sports safety rules and regulations are highlighted and enforced;
- Organizes and supervises competition and tournaments; coordinates personally with the principals of other schools;
- Organizes, leads, and ensures the supervision of indoor and outdoor activities;
- Ensures that individual and team sports are taught to students, utilizing knowledge of sports techniques and of physical capabilities of each; encourages students to take part in the weekly exercises;
- Participates in all relevant School meetings;
- Develops and communicates annual sports programs and activities that fit with a pre-approved sports-related strategy;
- Monitors and supervises the implementation of the set annual Sports program;
- Recommends the replacement or purchase of new sports equipment;
- Follows-up on the proper maintenance of sports equipments and tools;
- Develops relevant annual budget plans for approval by the General Secretary;
- Meets weekly with all physical education teachers and coaches;
- Coordinates with fellow School faculty and team members;
- Prepares periodic achievement and progress reports to the General Secretary;
- Perform other duties of similar nature as requested by the school management.

### **32. Job Title: Coordinator of Counseling Services**

Reporting Relationship: Reports to Vice Rector for School Life

Job Summary: To coordinate relations amongst the members of the Counseling Services team which is constituted of the school's psychologists, chaplains, social workers, career counselors, and nurses, to ensure its organization in accordance with the needs of the School. The Coordinator guarantees that each of the respective team-functions develops and implements strategies that are congruent with the internationally accepted standards; to act as a liaison between the team and the Vice Rector for School Life.

### Major Tasks Include:

#### Leadership functions:

- Provides leadership for the Counseling Services team and builds a team-spirit amongst the various members within and across disciplines;
- Develops and implements an over-all Counseling Services strategy;
- Ensures that the environment is conducive to the efficient and effective operation of the respective team members;
- Gathers data and information to determine the relevant school counseling needs;
- Facilitates initiatives that promote the well-being and improved spiritual, mental and health status of the students;
- Prepares annual budget plans for the section, and ensures compliance of actual expenditures with the approved budget;

#### Coordinating Functions:

- Ensures that each of the respective counseling team members operates in accordance with a pre-approved strategy, and annual objectives and plan of action;
- Ensures coordination between the respective team members and functions;
- Monitors and evaluates the performance and quality of service of the respective team members;
- Follows up on relevant issues and on task performance to ensure the efficiency of the team;
- Ensures that the Counseling Services team is involved in relevant school-related planning schemes;
- Ensures the participation of relevant team members in national conferences or seminars;
- Calls for and holds periodic meetings with the team and forwards minutes of meetings to the Vice Rector for School Life;
- Ensures that good relationships are maintained between the Counseling team and the students as well as other School personnel;

#### Other Functions:

- Ensures that major relevant issues are tended to in a timely manner;
- Provides input to the Parents' Association as need be, and upon the request of the Vice Rector for School Life;
- Suggests and Recommends relevant strategies to the Vice Rector for School Life;
- Keeps the Vice Rector for School Life informed of the various achievements, plans and concerns of the Counseling Services team;
- Evaluates and reports the performance and quality of service of the respective team members;

- Reports the outcome of the periodic meetings held with the team;
- Submits general reports to the Vice Rector for School Life periodically;
- Submits biannual detailed report to the Rector;
- Perform other duties of similar nature as requested by the school management.

### **33.Job Title: Psychologist**

**Reporting Relationship:** Reports to Coordinator of Counseling Services

**Job Summary:** To provide students, parents and teachers with psycho-educational services, helping them understand the emerging difficulties, and consequently inducing a positive change.

**Major Tasks Include:**

- Develops annual objectives in accordance with a pre-approved strategy;
- Recommends adjustments or improvements to teaching, learning and conduct management strategies;
- Prepares educational workshops and provides consultative services as the need arises;
- Participates in educational programs as appropriate;
- Conducts and scores a selection of standard psychological tests and evaluations with students;
- Counsels students whose behavior, school progress, or mental and physical impairment indicates need for assistance;
- Organizes activities to provide information, build awareness, and initiate counter actions among adolescents against high risk behavior such as violence and addiction;
- Ensures providing psycho-educational and clinical psychological consultation to students and parents that allow for listening, evaluating and initiating means that aim at regulating troubles and difficulties;
- Works with students with special learning difficulties upon referral by teachers and principals;
- Consults with educational staff, and other School team members as appropriate regarding student needs;
- Collaborates with teachers, parents, and School personnel to improve classroom management strategies or parenting skills,
- Collaborates with teachers, parents, and School personnel to counter substance abuse;
- Leads group counseling sessions to provide support in such areas as grief, stress, medical dependency ...
- May provide an input on the effectiveness of academic programs, behavior management procedures, and other services provided in the School;
- Prepares periodic reports for the Coordinator of Counseling Services on the achievements and/or progress versus annual plan;

- Provides biannual reports to the Rector/Vice Rector for School Life;
- Perform other duties of similar nature as requested by the school management.

### **34. Job Title: Campus Chaplain**

Reporting Relationship: Reports to Coordinator of Counseling Services

Job Summary: To demonstrate the practical Christian life that is manifested through the love of Christ and fellowship with Him. The Campus Chaplain is to remain easily accessible to students through being with them on the breaks, on campus, ready to answer their questions, and focus on gradually building relationships of trust with them.

Major Tasks Include:

- Witnesses to Jesus Christ;
- Remains available to spend time with the students – mainly on breaks;
- Prepares to listen to students with problems or queries, and encourages them to seek answers for their questions from appropriate resources;
- Creates awareness with regards to dangerous religious groups;
- Remains up-to-date in relation to the emergence of new sects or dangerous religious groups and is ready with timely preventive interventions;
- Maintains confidentiality with reference to private issues discussed with him by the students;
- Ensures that the academic program includes adequate time for Christian education;
- Develops an annual program that includes spiritual activities, retreats, holy masses, and the celebration of Christian feasts;
- Develops personal relations with students and leads them to Christian awareness and commitment;
- Coordinates closely with fellow members of the Counseling team;
- Plans and implements, in coordination with fellow teachers and counseling members, awareness and educative programs that help the students cope with physical, social, and spiritual developments within and around them;
- Ensures that sufficient Christian nurture material (books, documentation, films, ...) and resources are available and accessible to students and teachers;
- Works with secular teachers on conforming to Christian norms;
- Works with the youth on overcoming their prejudices against Christianity and church people;
- Participates in relevant School meetings as well as those of the Counseling Service;
- Prepares periodic reports to the Coordinator of Counseling services;
- Perform other duties of similar nature as requested by the school management.

### **35. Job Title: Career Counselor**

Reporting Relationship: Reports to Coordinator of Counseling Services

Job Summary: To provide awareness on career possibilities as well as individual career assessment and counseling to students – including those with special needs; to help the student make sound choices about the profession, academic major (s) and the university he/she joins.

Major Tasks Include:

- Assists students to understand their abilities, talents, interests, and personality characteristics in order to develop realistic academic and career options;
- Evaluates students using interviews, counseling sessions, aptitude and achievement tests, and other tools;
- Compiles and studies occupational, educational, and economic information to aid students in making and carrying out vocational and educational goals and objectives;
- Provides academic orientation services for secondary students and their parents;
- Is responsible for organizing an annual college fair on school campus;
- Supervises secondary students' visits to college campuses;
- Organizes group career guidance and academic orientation presentations according to needs;
- Assists students with career development - the seeking and applying for jobs, including writing resumes and improving job interviewing techniques;
- Refers students to appropriate resources;
- Collaborates closely with fellow counselors in the preparation of annual strategic objectives;
- Communicates with the Academic team – as well as other colleagues – in relation to curricular modifications that are in the best interest of the students' career possibilities;
- Prepares periodic reports to the Coordinator of the Counseling services;
- Perform other duties of similar nature as requested by the school management.

### **36. Job Title: Social Worker**

Reporting Relationship: Reports to Coordinator of Counseling Services

Job Summary: To help students improve their social behavior and to maximize their well-being and academic functioning; to assist teachers dealing with problem children.

Major Tasks Include:

- Interviews students to assess their respective social and emotional capabilities, physical and mental impairments, and financial needs upon referrals;
- Consults with parents, teachers, and other school personnel to determine causes of problems and effect solutions;
- Counsels students – children and youth – with difficulties in social adjustments;

- Performs case management including home visits, develops case plans (personal development / recovery plans) with students and members of their families;
- Develops and organizes programs and group activities with the objective of enhancing social development of individual members and the accomplishment of group goals;
- Counsels families of students regarding behavior modifications, rehabilitation, social adjustments, or financial assistance;
- Collects supplementary information such as parents' employment, medical records, school reports;
- Maintains case history records and prepares reports and recommendations;
- Maintains confidentiality of case specifics;
- Determines students' eligibility for financial assistance.
- Participates in national relevant conferences;
- Collaborates with the various functions of the Medical Services team as well as with relevant respective administrative and faculty members to ensure complementary interventions;
- Provides periodic reports on the progress and effectiveness of administered plans;
- Reports to Coordinator of Counseling Services any violations of Child's rights (child abuse ...) at home or elsewhere.
- Provides input to the School on any relevant policies that serve to build a better environment for the students – whether individuals or as a group;
- Provides biannual reports to the Coordinator of Counseling services;
- Perform other duties of similar nature as requested by the school management.

### **37. Job Title: Coordinator of Medical Services**

Reporting Relationship: Reports to Coordinator of Counseling Services

Job Summary: To provide leadership to the Medical Services team and ensure its organization in accordance with the needs of the School. The Coordinator is to ensure that each of the respective team functions develops and implements strategies that are befitting with the internationally accepted standards. Acts as a liaison between the medical team and the Coordinator of Counseling Services.

Major Tasks Include:

- Provides leadership for the Medical Services team and builds a team-spirit amongst the various members;
- Makes sure that parents are informed in the event that accidents befall their children;
- Coordinates contacts with hospitals in the event of an emergency; and follows-up on the situation of the ill/sick/hospitalized;
- Coordinates closely the work of the School nurses and doctors; is made directly aware of health incidents that befall students, faculty or team members;
- Raises health-related issues, suggestions, and strategies with the Vice Rector for School Life;

- Ensures that each of the respective medical team members operates in accordance with a pre-approved strategy, and annual objectives and plan of action;
- Develops and implements an over-all Medical Services strategy;
- Coordinates seminars and awareness programs in a timely manner on relevant issues;
- Ensures coordination between the respective team members and functions;
- Monitors and evaluates the performance and quality of service of the respective team members;
- Ensures that the Medical Services team is involved in relevant school-related planning schemes;
- Ensures the participation of relevant team members in national conferences or seminars;
- Calls for and holds periodic meetings with the team;
- Ensures that the environment is conducive to the respective team members to operate in an efficient and effective manner;
- Facilitates initiatives that promote the well-being and improved health status of the students;
- Ensures that major health-related issues are attended to in a timely manner;
- Ensures that good relationships are maintained between the Medical team and the students as well as other School personnel;
- Provides input to the Parents' Association as need be, and upon the request of the Vice Rector for School Life;
- Prepares annual budget plans for the section, and ensures compliance of actual expenditures with the approved budget;
- Submits detailed biannual reports to the Rector;
- Perform other duties of similar nature as requested by the school management.

### **38. Job Title: Medical Doctor**

Reporting Relationship: Reports to Coordinator of Medical Services

Job Summary: To provide appropriate preventive and medical care to the student body; also to ensure that the School maintains a preventive healthcare strategy as well as an appropriately safe environment that is conducive to healthy growth and development.

#### Major Tasks Include:

- Examines and treats students to ensure proper injury care, disease prevention, diagnosis, treatment and recovery;
- Provides advice regarding personal health and hygiene;
- Requests from parents necessary tests, and follow-up medical visits;
- Requests from parents to refer their child to specialists as the need arises;
- Ensures that proper medical records are maintained for each student;
- Ensures confidentiality of medical records;
- Develops an annual preventive health care plan;
- Provides case-by-case instructions for the School nurse;



- Issues medical reports following student check-ups and shares copies with respective parents as need arises;
- Alerts School Administration and families of the emergence of any serious and contagious health problems;
- Coordinates closely with the Medical Services team at the School to ensure an over-all inter-related health strategy.
- Prepares periodic reports on progress versus plan to the Coordinator of Medical Services;
- Perform other duties of similar nature as requested by the school management.

### **39. Job Title: Pediatric Dentist**

Reporting Relationship: Reports to Coordinator of Medical Services

Job Summary: To provide appropriate preventive dental care to students from KG1 to Grade 9, increase dental health awareness in both students and parents bodies, and follow up the dental health development of every student on a yearly basis.

Major Tasks Include:

- Conducts an annual dental check-up for all students and reports their dental status on an examination sheet, using reports from previous years as a reference;
- Shares with parents failures to treat disease or negligence;
- Examines, diagnose students who have diseases, injuries, or malformations of the teeth, gums and mouth;
- Instructs students about good oral health practices to prevent gum disease and tooth loss;
- Requests from parents to refer their child to specialists as the need arises;
- Ensures that proper dental records are maintained for each student;
- Ensures confidentiality of the records;
- Provides case-by-case instructions for the School nurse;
- Organizes a yearly conference for parents of KG1 classes that aims at providing early scientific evidence-based guidelines on safe nutrition and good oral health maintenance;
- Prepares classroom activities using hands- on and slide material to teach students about the importance of healthy teeth and smile and the good habits to acquire at home;
- Coordinates closely with the Medical Services team at the School to ensure an over-all inter-related health strategy.
- Prepares periodic reports on progress versus plan to the Coordinator of Medical Services;
- Perform other duties of similar nature as requested by the school management.

### **40. Job Title: Nurse**

Reporting Relationship: Reports to Medical Doctor

Job Summary: To work closely with the Medical Services team; To promote health awareness strategies for personal and public health.

Major Tasks Include:

- Assists the School doctor in conducting annual medical check ups for all students;
- Interprets to students' parents the medical reports issued by the School doctor, and encourages them to seek the opinion of their family doctor;
- Ensures that students follow the health and treatment instructions of their respective physicians;
- Provides emergency health care to needy cases such as injuries, headaches, stomach-aches, ...
- Sends an empty medical report file to the parents to fill it out and send it back to the office within the first month of the academic year;
- Collects the confidential medical report which is signed by the child's pediatrician, read it, and sort out the special cases;
- Develops a nursing care plan with special health needs requiring nursing assessment, intervention or supervision and then communicate the appropriate health information to the head nurse, the school doctor, and the principal's division;
- Warns the concerned teachers about a student having a special case in regards to certain risk factors to the student's health without going further into detail in his case;
- Assists the doctor with the check-up through measuring weight and height, and observing hygiene;
- Seeks the advice of specialized doctors in relation to radiology, stitching, eye or ear injury, ... and refrains from diagnosing illness or offering treatment where it is the doctor's duty to do so;
- Assists in the health education of students by acting as a resource for staff, and actively teaching classes such as first-aid, HIV/AIDS prevention, etc...
- Implements school policies to comply with established health laws such as immunization laws, communicable disease, etc...
- Identifies and recommends students for placement in special programs, initiating referrals, or supplemental testing when health information or developmental history indicates.
- Reviews and maintains health records; develops a nursing care plan for every student with special health needs requiring nursing assessment, intervention or supervision; & communicates appropriate health information to staff;
- Works with principals, teachers and other support staff in providing an appropriate physical classroom environment for students, such as special placement, special equipment, ...
- Co-ordinates with fellow members of the Medical Services team and related personnel in matters related to the health status and well-being of the students;
- Participates in national health and medical conferences;
- Provides periodic reports to the Medical Services Coordinator.

When a school nurse assists the school dentist, she performs the following duties too:

- Compares the students files of last year to the findings of the current year's checking up;
- Writes on the medical report of each student the information that the dentist relays to her upon checking up the student;
- Photocopies all student files and archive them for the following year;
- Sends the original copy to the parents;
- Perform other duties of similar nature as requested by the school management.

#### **41. Job Title: Nutritionist**

Reporting Relationship: Reports to Coordinator of Medical Services

Job Summary: To plan and conduct nutritional programs that assist in the promotion of health and the control of disease; to conduct counsel to individuals and nutritional research.

Major Tasks Include:

- Develops annual objectives and plans in accordance with a pre-approved strategy that is approved by the school management;
- Conducts nutrition screening or assessment; promotes healthy eating habits and suggests diet modifications;
- Provides nutrition counseling to students, faculty & staff;
- Plans, organizes, and conducts training programs in nutrition to cafeteria and canteens staff;
- Monitors food service operation at the cafeteria and ensures conformance to nutritional and quality standards;
- Develops and updates nutrition educational materials such as class outlines, displays, posters, and other informational and educational materials.
- Writes articles on nutrition and related topics for circulation or school bulletin boards;
- Participates with other teaching staff in planning for and developing policies, procedures and activities;
- Participates in various health fairs, health coalitions, committees and related meetings;
- Prepares periodic reports on progress versus plans to the Coordinator of Medical services;
- Perform other duties of similar nature as requested by the school management.

## **Section Two: Job Specifications**

We have chosen for you twelve different sets of job specification that should cover most of the positions at school specifically those in educational, financial, IT, HR, and counselling management, in addition to a number of administrative positions.

Each set of job specification reflects the abilities and skills that people working in that department should have, and the generalized work activities that those people would normally be operating within.

## **1. Educational Management**

People working in the school's educational management (rector, vice rector for academics, principals, department heads, coordinators) are expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

Abilities:

- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Oral Comprehension – The ability to listen to and understand information and ideas presented verbally.
- Deductive Reasoning – The ability to apply general rules to specific problems to come up with logical answers. Involves deciding if an answer makes sense.
- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Oral Expression – The ability to communicate information and ideas verbally so others will understand.

Skills:

- Management of Financial Resources – Determining how money will be spent to get work done, and accounting for these expenditures.
- Coordination – Adjusting actions in relation to others' actions.
- Judgment and Decision Making – Weighing the relative costs and benefits of a potential action.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Speaking – Talking to others to effectively convey information.

Generalized Work Activities:

- Performing Administrative Activities – Approving requests.
- Handling paperwork, and performing day-to-day administrative tasks.
- Making Decisions and Solving Problems – Combining, evaluating, and analyzing information and data to make decisions and solve problems. Involves making

decisions about the relative importance of information and choosing the best solution.

- Communicating with Persons Outside Organization – Communicating with persons outside the organization. Representing the organization to customers, the public, government, and other external sources. Exchanging information face-to-face, in writing, or via telephone / electronic transfer.
- Establishing and Maintaining Relationships – Developing constructive and cooperative working relationships with others.
- Getting Information Needed to Do the Job – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Monitoring and Controlling Resources – Monitoring and controlling resources and overseeing the spending of money.

## **2. Financial Management**

People working in the school's financial management are expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

Abilities:

- Written Expression-The ability to communicate information and ideas in writing so others will understand.
- Mathematical Reasoning-The ability to understand and organize a problem and then select a mathematical method or formula to solve the problem.
- Oral Comprehension- The ability to listen to and understand information and ideas presented verbally.
- Written Comprehension- The ability to read and understand information and ideas presented in writing.
- Oral Expression-The Ability to communicate information and ideas verbally so others will understand.

Skills:

- Judgment and decision making-Weighing the relative costs and benefits of a potential action.
- Critical Thinking-Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Reading Comprehension-Understanding Written information in work-related documents. Coordination-Adjusting actions in relation to others' actions.
- Management of financial resources-Determining how money will spend to get the work done, and accounting for these expenditures.
- Information Gathering-Knowing how to find information and identifying essential information.

Generalized Work Activities:

- Getting Information Needed to Do the Job-Observing, receiving, and otherwise obtaining information from all relevant sources.
- Identifying Objects, Actions, and Events-Identifying information received by making estimates or categorizations, recognizing differences or similarities, or sensing changes in circumstances or events.
- Performing Administrative Activities-Approving requests, handling paperwork, and performing day-to-day administrative tasks.
- Estimating Needed Characteristics-Estimating the characteristics of materials, products, events, or information: estimating sizes, distances, and quantities: determining time, costs, resources, or materials needed to perform a work activity.
- Analyzing Data or Information-Identifying underlying principles, reasons, or facts by breaking down information or data into separate parts.
- Communicating with Other Workers-Providing information to supervisors, fellow workers, and subordinates. This information can be exchanged face-to-face, in writing, or via telephone/electronic transfer.

### **3. Human Resources Management**

People working in the school's Human Resources management are expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

Abilities:

- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity – The ability to speak clearly so that what is said is understandable to a listener.
- Oral Expression – The ability to listen to and understand information and ideas presented verbally.

Skills:

- Management of Personnel Resources – Motivation, developing, and directing people as they work, identifying the best people for the job.
- Writing – Communicating effectively with others in writing as indicated by the needs of the audience.
- Speaking – Talking – to others to effectively convey information.
- Reading Comprehension – Understanding written information in work-related documents. Problem Identification – Identifying the nature of problems.

Generalized Work Activities:

- Performing Administrative Activities – Approving requests, handling paperwork, and performing day-to-day administrative tasks.
- Communication with Other Workers – Providing information to supervisors, fellow workers, and subordinates. This information can be electronic transfer.
- Developing Objectives and specifying the strategies and actions to achieve these objectives.
- Staffing Organizational units – Recruiting, interviewing, selecting, hiring, and promoting persons for the organization.
- Resolving Conflict, Negotiating with others – Handling complaints, arbitrating disputes, resolving grievances, or otherwise negotiating with others.
- Getting Information Needed to Do the Job – Observing, receiving, and otherwise obtaining information from all relevant sources. Judging Qualities – Making judgments about or assessing the value, importance, or quality of things, services, or other people’s work.

#### **4. Information Technology (IT) Management**

People working in the school’s information management are expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

- Abilities: Oral Expression-The Ability to communicate information and ideas verbally so others will understand.
- Oral Comprehension- The ability to listen to and understand information and ideas presented verbally.
- Written Comprehension- The ability to read and understand information and ideas presented in writing.
- Written Expression-The ability to communicate information and ideas in writing so others will understand.
- Mathematical Reasoning-The ability to understand and organize a problem and then select a mathematical method or formula to solve the problem. Number Facility-The Ability to add, subtract, multiply, or divide quickly and correctly.

Skills:

- Problem Identification-Identifying the nature of problems.
- Coordination-Adjusting actions in relation to others’ actions.
- Writing-Communicating effectively with others in writing as indicated by the needs of the audience.
- Implementation Planning-Developing approaches for implementing an idea.
- Judgment and decision making-Weighing the relative costs and benefits of a potential action.

- Active Learning-Working with new material or information to grasp its implications.
- Speaking-Talking to others to effectively convey information.

Generalized work activities:

- Getting Information Needed to Do the Job-Observing, receiving, and otherwise obtaining information from all relevant sources.
- Updating and using job-Relevant Knowledge-Keeping up –to –date technically and knowing the functions of one’s own job and related jobs.
- Making Decisions and Solving Problems-Combining, evaluating, and analyzing information and data to make decisions and solve problems. Involves making decisions about the relative importance of information and choosing the best solution.
- Guiding, Directing, and Motivating Subordinates-Providing guidance and direction to subordinates, including setting performance standards and monitoring subordinates.
- Coordinating work and activities of Others-Coordinating members of a work group to accomplish tasks.
- Establishing and Maintaining Relationships-Developing constructive and cooperative working relationships with others.

## **5. School General Secretariat**

The school’s General Secretary is expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

Abilities:

- Written Comprehension- The ability to read and understand information and ideas presented in writing.
- Oral Expression-The Ability to communicate information and ideas verbally so others will understand.
- Oral Comprehension- The ability to listen to and understand information and ideas presented verbally.
- Written Expression-The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity-The ability to speak clearly so that what is said is understandable to a listener.

Skills:

- Coordination-Adjusting actions in relation to other’s actions.
- Judgment and Decision Making-Weighing the relative costs and benefits of a potential action.



- Identification of key causes-Identifying the things that must be changed to achieve a goal. Management of Financial Resources-Determining how money will be spent to get the work done, and accounting for these expenditures.
- Systems Evaluation-Looking at many indicators of system performance, taking into account their accuracy.
- Identifying Downstream Consequences-Determining the long-term outcomes of a change in operations.
- Systems perception-Determining when important changes have occurred in a system or are likely to occur.

Generalized Work Activities:

- Getting Information Needed to Do the Job-Observing, receiving, and otherwise obtaining information from all relevant sources.
- Monitoring and Controlling Resources Monitoring and Controlling Resources and overseeing the spending of money.
- Making Decisions and solving Problems-Combining, evaluating, and analyzing information and data to make decisions and solve problems. Involves making decisions about the relative
- Importance of information and choosing the best solution. Developing Objectives and Strategies-Establishing long-range objectives and specifying the strategies and actions to achieve these objectives.
- Communicating with Other Workers-Providing information to supervisors, fellow workers, and subordinates. This information can be exchanged face-to-face, in writing, or via telephone/electronic transfer.
- Performing Administrative Activities-Approving requests, handling paperwork, and performing day-to-day administrative tasks.

## 6. Purchasing Management

People working in the school's purchasing management are expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

Abilities:

- Speech Clarity – The ability to speak clearly so that what is said is understandable to a listener.
- Mathematical Reasoning – The ability to understand and organize a problem and then select a mathematical method or formula to solve the problem.
- Oral Expression – The ability to communicate information and ideas verbally so others will understand.

Skills:

- Information Gathering – knowing how to find information and identifying essential information.
- Speaking – Talking to others to effectively convey information. Management of Personnel Resources – motivating, developing, and directing people as they work, identifying the best people for the job.
- Critical thinking – Using logic and analysis to identify the strengths and weakness of different approaches.
- Judgment and Decision Making – Weighing the relative costs and benefits of a potential action.

Generalized Work Activities:

- Monitoring and Controlling Resources – Monitoring and controlling resources and overseeing the spending of money.
- Getting Information Needed to Do the job – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Making Decisions and Solving Problems – Combining, evaluating, and analysing information and data to make decisions and solve problems. Involves decisions about the relative importance or information and choosing the best solution.
- Communicating with persons Outside Organization – Representing the organization to customers, the public, government, and other external sources. Exchanging information face-to-face, in writing or via telephone / electronic, Communicating with Other Workers – Providing information to supervisors, fellow workers, and subordinates. Exchanging information face-to-face, in writing or via telephone / electronic transfer.
- Analyzing Data or Information – Identifying underlying principles reasons, or facts by breaking down information or data into separate parts.

## **7. Sports Management**

People working in the school's sports management are expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

Abilities:

- Oral Expression – The ability to communicate information and ideas verbally so others will understand.
- Time Sharing – The ability to efficient shift back and forth between two or more activities or sources of information such as speech, sounds, or touches.
- Speech Clarity – The ability to speak clearly so that what is said is understandable to a listener.

- Gross Body Coordination – The ability to coordinate the movement of the arms, legs, and torso together in activities where the whole body is in motion.
- Stamina – The ability to exert one’s self physically over long periods of time without getting or out of breath.
- Multiple Coordination – The ability to coordinate movements of two or more limbs together (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. Does not involve performing the activities while the body is in motion.

Skills:

- Speaking – Talking to others to effectively convey information. Instructing – Teaching others how to do something.
- Coordination – Adjusting actions in relation to others’ actions. Learning Strategies – Using multiple approaches when learning to teaching new things.
- Monitoring – Assessing how well one is doing when learning or doing something.
- Social Perceptiveness – Being aware of other people’s reactions and understanding why people react the way they do.

Generalized Work Activities:

- Establishing and Maintaining Relationships – Developing constructive and cooperative working relationships with others.
- Coaching and Developing Others – Identifying developmental needs of others and coaching or otherwise helping others to improve their knowledge or skills.
- Teaching Others – Identifying educational needs, developing formal training programs or classes, and teaching or instructing others.
- Developing and Building Teams – Encouraging and building mutual trust, respect, and cooperation among team members.
- Performing General Physical Activities – Performing physical activities that require moving one’s whole body, such as in climbing, lifting, balancing, walking, and stooping. Performing activities that often also require considerable use of the arms and legs, such as in the physical handling of materials.

## **8. Transportation Management**

People working in the school’s transportation management are expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

Abilities:

- Oral Expression – The ability to communicate information and ideas verbally so others will understand.

- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. Does not involve solving the problem, only recognizing there is a problem.
- Oral Comprehension – The ability to listen to and understand information and ideas presented verbally.
- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Speech Clarity – The ability to speak clearly so that what is said is understandable to a listener.

Skills:

- Management of Material Resources – Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Speaking – Talking to others to effectively convey information. Coordination – Adjusting actions in relation to others' actions.
- Critical Thinking – using logic and analysis to identify the strengths and weakness of different approaches.
- Problem Identification – Identifying the nature of problems.
- Reading Comprehension – Understanding written information in work-related documents.

Generalized Work Activities:

- Getting Information Needed to Do the Job – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Other Workers – Providing information to supervisors, fellow workers, and subordinates. This information can be exchanged face-to-face, in writing, or via telephone / electronic transfer.
- Guiding, Directing, and Motivating Subordinates – Providing guidance and direction to subordinates, including setting performance standards and monitoring subordinates.
- Monitoring Processes, Surroundings – Monitoring and reviewing information from materials, events, or the environment, often to detect problems or to find out when things are finished.
- Evaluating Information against Standards – Evaluating information against a set of standards and verifying that it is correct.
- Monitoring and Controlling Resources – Monitoring and controlling resources and overseeing the spending of money.

## **9. Public Relations Management**

**People working in the school's public relations management are expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.**

**Abilities:**

- Oral Expression – The ability to communicate information and ideas verbally so others will understand.
- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Oral Comprehension – The ability to listen to and understand information and ideas presented verbally.
- Speech Clarity – The ability to speak clearly so that what is said is understandable to a listener. Fluency of Ideas – The ability to come up with a number of ideas about a given topic. Emphasis is on the number of ideas produced and not the quality, correctness, or creativity of the ideas.

**Skills:**

- Writing – Communicating effectively with others in writing as indicated by the needs of the audience.
- Speaking – Talking to others to effectively convey information.
- Identification of Key Causes – Identifying the things that must be changed to achieve a goal.
- Persuasion – Persuading others to approach things differently.
- Information Gathering – Knowing how to find information and identifying essential information.

**Generalized Work Activities:**

- Communicating with Persons Outside Organization – Representing the organization to customers, the public, government, and other external sources.
- Exchanging information face-to-face, in writing, or via telephone / electronic transfer.
- Getting Information Needed to Do the Job – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Judging Qualities – Making judgments about or assessing the value, importance, or quality of things, services, or other people's work.
- Making Decisions and solving problems – Combining, evaluating, and analyzing information and data to make decisions and solve problems. Involves making decisions about the relative importance of information and choosing the best solution.
- Organizing, Planning, and Prioritizing – Developing plans to accomplish work. Establishing and Maintaining Relationships – Developing constructive and cooperative working relationships with others.

## 10. Supervisor of Learning Centers

People working in the school's learning centers (computer centers, science labs etc.) are expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

### Abilities:

- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Oral Expression – The ability to communicate information and ideas verbally so others will understand.
- Oral Comprehension – The ability to listen to and understand information and ideas presented verbally.
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. Does not involve solving the problem, only recognizing there is a problem. Clear Vision – The ability to see details of objects at a close range.
- Speech Clarity – The ability to speak clearly so that what is said is understandable to a listener.

### Skills:

- Testing – Conducting tests to determine whether equipment, software, or procedures are operating as expected.
- Troubleshooting – Determining what is causing an operating error and deciding that to do about it.
- Instructing – Teaching others how to do something.
- Problem Identification – Identifying the nature of problems.

### Generalized Work Activities:

- Interacting with Computers – Controlling computer functions by using programs, setting up functions, writing software, or otherwise communicating with computer systems.
- Getting Information Needed to Do the Job – Observing receiving, and otherwise obtaining information from all relevant sources.
- Updating and Using job – Relevant Knowledge – Keeping up-to-date technically and knowing the functions of one's own job and related jobs.
- Repairing and Maintaining Electrical Equipment – Fixing, servicing, adjusting, regulating, calibrating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic, not mechanical, principles.
- Making Decisions and Solving Problems – Combining, evaluating, and analyzing information and data to make decisions and solve problems. Involves making decisions about the relative importance of information and choosing the best solution.

- Identifying Objects, Actions, and Events – Identifying information received by making estimates or categorizations, recognizing differences or similarities, or sensing changes in circumstances or events.

## **11.Social Worker**

The school's social worker is expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

### Abilities:

- Oral Expression – The ability to communicate information and ideas verbally so others will understand.
- Oral Comprehension – The ability to listen to and understand information and ideas presented verbally.
- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Problem. Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. Does not involve solving the problem, only recognizing there is a problem.
- Written Comprehension – The ability to read and understand information and ideas presented in writing.

### Skills:

- Social Perceptiveness – Being aware of other people's reactions and understanding why people react the way they do.
- Service Orientation – Actively looking for ways to help people.
- Speaking – Talking to others to effectively convey information.
- Active Listening – Listening to what other people are saying; asking questions as appropriate. Problem Identification – Identifying the nature of problems.

### Generalized Work Activities:

- Establishing and Maintaining Relationships – Developing constructive and cooperative working relationships with others.
- Assisting and Caring for Others – Providing assistance or personal care to others.
- Getting Information Needed to Do the Job – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Exchanging information face-to-face, in writing, or via telephone / electronic transfer.
- Judging Qualities – Making judgments about or assessing the value, importance, or quality of things, services, or other people's work.

## **12. Psychologist**

The school's psychologist is expected to have the following abilities and skills, and to operate within the generalized work activities that appear here below.

### Abilities:

- Oral Expression – The ability to communicate information and ideas verbally so others will understand.
- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Inductive Reasoning – The ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. Includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. Does not involve solving the problem, only recognizing there is a problem.
- Written Expression – The ability to communicate information and ideas in writing so others will understand.

### Skills:

- Reading Comprehension – Understanding written information in work-related documents.
- Writing – Communicating effectively with others in writing as indicated by the needs of the audience.
- Active Listening – Listening to what other people are saying; asking questions as appropriate.
- Information Gathering – knowing how to find information and identifying essential information.
- Social Perceptiveness – Being aware of other people's reactions and understanding why people react the way they do.
- Systems Evaluation – Looking at many indicators of system performance, taking into account their accuracy.
- Mathematics – Using mathematics to solve problems.

### Generalized Work Activities:

- Judging Qualities – Making judgments about or assessing the value, importance, or quality of things.
- Getting Information needed to Do the Job – Observing, receiving, and otherwise obtaining information from all relevant sources.



- Making Decisions and Solving Problems – Combining, evaluating, and analyzing information data to make decisions and solve problems. Involves making decisions about the relative importance of information and choosing the best solution.
- Implementing Ideas and Programs – Conducting or carrying out work procedures and activities in accord with one’s own ideas or information provided through directions / instructions for purposes of installing, modifying, preparing, delivering, constructing, integrating, finishing, or completing programs, systems, structures, or products.
- Communicating with Other Workers – Providing information to supervisors, fellow workers, and subordinates. Exchanging information face-to-face, in writing, or via telephone / electronic transfer. Analyzing Data or Information – Identifying underlying principles, reasons, or facts by breaking down information or data into separate parts.