Ministry: Education and Human Resources
Post: School Superintendent
Salary: Rs 20,800 × 600 − 23,200 × 800 − 28,000 × 1,000 − 30,000 QB 31,250 × 1,250 − 32,500 (08 47 61)
Effective Date: 10 August 2012
Qualifications: A. By selection from among officers holding a substantive appointment in any of the following grades -
   (i) Usher/Senior Usher (Education) (Male);
   (ii) Usher/Senior Usher (Education) (Female);
   (iii) Higher Executive Officer;
   (iv) Senior Officer who reckon at least two years’ service in the grade or an aggregate of at least two years’ service in the grades of Executive Officer and Senior Officer;
   (v) Executive Officer who reckon at least two years’ service in the grade;
   (vi) Assistant School Superintendent who reckon at least two years’ service in the grade.
B. Candidates should -
   (i) possess excellent leadership and managerial skills;
   (ii) have the ability to lead a team of officers;
   (iii) be committed and trustworthy;
   (iv) be able to work under pressure and take initiatives;

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(v) possess good communication and interpersonal skills;
(vi) be computer literate with knowledge of office package; and
(vii) have a knowledge of first aid.

NOTE
Selected candidates will be required to follow a work related certificate course in School Management, as approved and arranged by the Ministry of Education and Human Resources. Upon successful completion of the course, School Superintendents would be allowed to move beyond the Qualification Bar in their salary scale.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities:
To assist in the effective management of the State Secondary School/State College and the optimum and efficient delivery of service.

Duties: 1. To assist the Rector or head of State Secondary School/State College for -

(i) all matters pertaining to human resource, finance, procurement and supply required to be attended to at State Secondary School/State College level;

(ii) the general administration of the State Secondary School/State College and its day-to-day running;

(iii) supervising the work of supporting staff in the State Secondary School/State College;

(iv) planning, organising and supervising the work of employees of the Workmen’s Group;

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(v) ensuring collectively the implementation of projects in line with Programme-Based Budgeting and Performance Management System;

(vi) helping in the consolidation of links with the community, Parent-Teacher Association and other stakeholders for improving school administration and performance;

(vii) supporting the implementation of school policies in line with approved school development plan; and

(viii) organising official functions and other school activities, as and when required.

2. To ensure that the school premises, furniture and equipment are properly maintained and inventories are regularly updated.

3. To oversee the school infrastructure and make arrangements for maintenance and repair.

4. To liaise with Safety and Health Officers covering the State Secondary School/State College for a hazard-free environment at all times.

5. To act as the liaison between the Rector or head of a State Secondary School/State College and responsible parties/stakeholders and other institutions providing necessary services to State Secondary Schools/State Colleges.

6. To represent the school in committees, as and when required.

7. To ensure that arrangements are made for the smooth running of internal and external examinations and other functions.

8. To support the Rector or head of State Secondary School/State College in maintaining discipline, both inside and outside school premises.
9. To assist the Rector or head of State Secondary School/State College in the preparation of time-tables and in matters regarding classroom allocation.

10. To liaise with the National Transport Authority in connection with the issue of identity cards to students and to monitor the exercise.

11. To counsel students on non-pedagogical issues such as date of examinations, entry for examinations, fees payable, etc.

12. To provide pastoral care and to look after the general welfare of pupils including sick pupils.

13. To maintain and update records of attendance of students (including absences, lateness, etc.) report books and mark lists.

14. To keep detention classes.

15. To perform data capture operations in computerised systems and to ensure that databases are updated and maintained.

16. To use ICT in the performance of his duties.

17. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the School Superintendent in the roles ascribed to him.