



SUMMARY

An education Principal with a public school where my skills in researching and evaluating curriculum and teaching procedures can be used in strengthening the education system. Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step.

CAREER SKETCH

DELHI PUBLIC WORLD SCHOOL, PATNA (JUNE 19 – CURRENT DATE)

Designation: Principal

Responsibilities:

- Serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe effective & efficient learning environment that meets the approved curricula and objective of the school.
- Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school staff hired by the Trust.
- Responsible for curriculum development, extracurricular activities, personnel management, emergency procedures, and multi-faceted development to meet the objective of the school.
- Communicate effectively with parents and provide a competitive choice to parents in nearby area.

INDIRAPURAM PUBLIC SCHOOL, PATNA (APRIL 16 – MAY 19)

Designation: Vice Principal

Responsibilities:

- Teacher motivation
- Program development and implementation
- Testing, Discipline, Process improvements
- Classroom evaluation, administrative oversight
- In depth teaching modality expertise
- Performance assessment, Emergent curriculum
- Help teachers combine discipline plan with effective measures and various lesson plans to increase concentration participation and student accountability.
- Oversee teacher's classroom evaluations and provide feedback.
- Handle student disciplinary issues and coordinate improvement plans with teachers and parents.
- Assist teachers in designing lesson plans focused on age and level appropriate material.

RADIANT INTERNATIONAL SCHOOL, PATNA (2003 - 2016)

Designation: In charge of Class IX and X (2012 - 2016)

Responsibilities:

- Monitored, observed and supervised teacher's classroom instructions.
- Evaluated Staff, aligned curriculum, planned meetings and agendas.
- Promoted leadership for adults and students, i.e. Teacher Leader Program.
- Running various club activities.
- Arranging workshop on various issues related to middle section like Adolescence Educational program.
- Demonstrated success in promoting and increasing student achievement.
- Excellent organizational, planning and implementation skills.
- Managed over 50 staff members and investigated problems between students or staff.
- Interpreted and enforced rules, regulations, and policies.
- Mentored and guided frequently new staff members.
- Analyzed quarterly assessments and test scores and established appropriate plans of action.
- Planned and evaluated Master Calendar of school activities and programs.
- Stream-lined and standardized school procedures.

- Conducted students counseling session.
- Implemented and evaluated school programs and projects for improvement of academic achievements and physical facilities.
- Prepared, developed, implemented and evaluated school plan and school performance target.
- CBSE related work

Designation: CO-Ordinator, Middle Section (2004 - 2012)

Responsibilities:

- Evaluated Staff, aligned curriculum, planned meetings and agendas.
- Promoted leadership for adults and students, i.e. Teacher Leader Program.
- Running various club activities.
- Arranging workshop on various issues related to middle section like "Adolescence Educational program."
- Demonstrated success in promoting and increasing student achievement.
- Excellent organizational, planning and implementation skills.
- Managed over 50 staff members and investigated problems between students or staff.
- Stream-lined and standardized school procedures.
- Conducted students counseling session.
- Interpreted and enforced rules, regulations, and policies.
- Mentored and guided frequently new staff members.
- Analyzed quarterly assessments and test scores and established appropriate plans of action.
- Planned and evaluated Master Calendar of school activities and programs.

Designation: CO-Ordinator, Primary Section (2003 - 2006)

Responsibilities:

- Plan implement and manage school calendar.
- Mentoring the teachers along with responsibility for training and management.
- Ordering of teaching aids and helping in designing curriculum.
- Guiding the teachers in lesson planning.
- Coordinating school functions.
- Coordinating entire academics.

Patna Preparatory School, Patna (1999 - 2003)

Designation: Science Teacher

Responsibilities:

- Ordering of teaching aids and helping in designing curriculum.
- Guiding the teachers in lesson planning.
- Coordinating school functions.
- Coordinating entire academics.

SOFT SKILLS

- Education Administration
- Curriculum Planning & Improvements
- Academic Progress Tracking
- Grant Proposal writing
- Organization Documentation
- Classroom Evaluation Methods
- Teacher Mentoring & Development
- Technology Enhancement
- Education Quality
- Fund Management
- Process Enhancement
- Handle all departments
- Communicator
- Motivator
- Innovator
- Analytical

PROFESSIONAL SKILLS

- Experienced in building strategic plans and execution
- Skilled in training staff and teachers
- Ability to develop educational programs for students of all ages
- Impressive communication skills
- Ability to motivate students and teachers towards higher achievement
- Extraordinary leadership and supervisory qualities
- Passionate for helping students develop their potential
- Skilled in performance evaluation and conflict resolution
- Wide experience in teaching assigned subjects in School
- Sound knowledge of instructional techniques
- Exceptional knowledge of student assessment practices
- Familiarity with web technologies used for teaching purposes
- Proficient with research programs
- Ability to develop course curriculum
- Ability to teach students from diverse backgrounds
- Ability to mentor doctoral and masters level students

TRAININGS AND WORKSHOP ATTENDED

S. No.	Topic	Institution /Organization	Objective of the training/ workshop
1.	AEP	CBSE	Adolescence Education programme
2.	Core Skill	British Council	Core Skill
3.	Class Room Management	Macmillan	English Teaching management
4.	Technical Smart Class	Tata Edge	Usage of various tools of Smart class and how to incorporate it in our teaching.
5.	Examination and Policy making	Integral Web School	Examination and Policy making
6.	Anger Management	School	How to manage our anger in various life situations

STRENGTHS

- Self-motivated, confident and diligent
- Perform miscellaneous job-related duties as assigned
- Self-prioritizing and team player with excellent communication skills
- Ability to lead and influence
- Strong business acumen; ability to relate professionally with customers and colleagues
- Sincere, Disciplined and Punctual

ACADEMIC DETAILS

- 2008: M.A (Psychology) from Nalanda Open with 77%.
- 2001: B.Ed. (Science) from Magadh with 75%.
- 1994: B.Sc. (Zoology) from Magadh with 66%.
- 1990: 12th (Science) from CBSE with 62%.
- 1988: 10th from CBSE with 64%.

PERSONAL DETAILS

- **Husband Name:** B. K. Choudhary (Adv.)
- **Date of Birth:** 17th Dec 1973
- **Languages:** English, and Hindi
- **Marital Status:** Married
- **Nationality:** Indian

LANGUAGES

- **Hindi /Maithili**
Native and Bilingual Proficiency
- **English**
Full working Proficiency