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**JAYEETA CHATTERJEE**

joyeetadt@gmail.com, 9681799205,6290837852 Garia, Kolkata-700084,

West Bengal

Professional Summary

Organizational leader and educational administrator offering 1 year experience as a Principal,2.6years of experience as Vice Principal and 2.5 years of experience as high school teacher for a nongovernmental high school located near Kolkata. Exercises honed competencies in development, implementation and execution of performance enhancing programs. Outstanding skills in parent communication, conflict resolution and staff management. Ensuring continuous growth and development in the quality of education for the students while accomplishing success every year.

Skills

* Classroom Support
* Lesson Planning
* Curriculum Development
* Policy Development and Enforcement
* Schedule Organization
* Training and Development
* Student and Parent relation
* Student achievement
* Verbal and written communication
* Academic Administration
* Documentation
* Team Leadership
* Community Engagement
* Multitasking Ability

Work History

**Principal**

**PACE Learning Centre-PACE Universal,Piyali,Kolkata**

Since March,2020

**Job Responsibilities as a Principal**

* Monitored and evaluated educational programs to maintain high quality performance objectives and standards.
* Trained teachers on effective techniques, classroom management strategies and behavior modification.
* Mentored newly hired educators and provided encouragement and feedback.
* Instructing small group of teachers and students.
* Researched and wrote proposals for educational and other grants.
* Preparing Annual reports of school events and activities.
* Working with teachers and governing bodies to evaluate policies and ensure development.
* Liaisoning with donors to maintain a good rapport between organization and them ensuring proper utilization of fund.
* Facilitated continued education for teaching staffs through implementation of quality curriculum training and appropriation of necessary resources.
* Built productive relationships with parents of students facing difficult situations at school or at home.
* Reviewed and selected curriculum and technology resources.
* Monitored student behavior and enforced discipline policies.
* Oversee administrative functions such as schedule management and protocols for orientation, registration and related activities.
* Administered standardized tests to evaluate students’ performance.
* Encouraged interdepartmental and cross functional teams collaboration in development and support of student activities, programs and lessons.
* Supervised After School Programme to promote student growth and maintain safety for all attendees.
* Coordinated yearly operations and staff budget, tracked expenses and documented actions.
* Performed classroom evaluations to assess teacher strategies and effectiveness.
* Met with parents to discuss student performance and behavioral issues.
* Leading meeting to convey policy changes, gather information and assess employee thoughts.
* Showcasing the school’s positive impact on the community.
* Oversee vocational training for women’s empowerment
* Making strategic plan for “Mukta”, a jewellery-making and investment programme for women in the community.
* International volunteer engagement in the school programme.

**Vice Principal**

**PACE Learning Centre**

June,2017 to February,2020

* Providing assistance to the Principal in day to day functioning of the school.
* Preparing schedule for teaching and examination.
* Processing registration of the students for board exam.
* Coordination for the arrangement of the workshop for the teachers.
* Teaching and counselling the students.
* Acted as principal as needed for day to day running of school as well as key decision making.

**Teacher Co-ordinator**

**PACE Learning Centre**

April,2016 to May,2017

* Providing assistance to the Principal in day to day functioning of the school.
* Preparing schedule for teaching and examination.
* Processing registration of the students for board exam.
* Coordination for the arrangement of the workshop for the teachers.
* Teaching and counselling the students.
* Maintaining records of school stationery
* Analyze the formative evaluation process and redefine the method

**English Teacher**

**PACE Learning Centre**

December,2014 to March,2016

* Teaching,preparing lesson plans
* Making strategies for the implementation of new methods in the classroom.
* Help students develop important learning skills and good study habits.
* Worked with Director/Principal on behavioral issues to support needs of students with learning difficulties or exposed to several abuses at home.
* Completed in service and additional training to maintain professional growth.
* Tracked student progress using exams and weekly graded assignments, keeping detailed notes, working with students to identify and rectify issues.
* Outreach students in the community in case of continuous absence.
* Attending workshops conducted by several educators from all over the world.

***Education***

* Masters in English from IGNOU
* Masters in Education from NSOU
* STET qualified with 64% .
* B.Ed from Bilaspur University

***Technical Proficiency***

* Basic computer course from Brainware Computer Academy
* CIA from ICA; FOA: Tally, Ace, Advance Accounts,Income Tax; Roc: Banking, Labour Law, Cost Management,Practical Auditing, PDP.

***Certification***

* Certificate for participation in a yearlong workshop for teachers in the area of "Inclusive classroom management" strategies, critical thinking, motivation and developing CCE.

***Personal Details***

* Date of Birth: 16.10.1980
* Father’s Name: Late Mihir Lal Chatterjee
* Language Known: English, Bengali, Hindi.

Place: Kolkata

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Date: Signature