

Responsibilities of Vice Principal:

1. Help teachers run classes.
 - Placing appropriate teachers for the grade levels,
 - Finding new teachers from the volunteer sign ups,
 - Getting the new teachers acquainted to the Tamil school system and helping them with the process.
 - Make sure all the new teachers go through the teachers training
 - Make sure the new teachers know how to do the logbooks and the online logs.
 - Make sure each term if the new teachers have kept the student records updated and do their report cards and the parent teacher conference.
 - Finding a sub teacher when a teacher is absent. Most often, combine classes or if the teacher finds a sub from their class, let them do it.
 - Prepare for the Teachers materials like white board, marker, duster, log book, class book, laptop, projector, flash card, models, syllabus.
2. Make sure to go earlier than 10.00 am and fill in for Pr or VP when one is late or absent.
3. Other than these major responsibilities, there are always these little knick-knacks of every Sunday which need to be taken care of for the smooth running of classes-- like getting a room opened which was not opened by the security or finding a sub for a class that the teacher did not let me know ahead of etc.
4. Sending email updates to teachers and make sure to send it by Friday evening of the week so that teachers get a chance to read it by Sunday morning.
5. If you are going to be late or absent please let the Principal know as earlier as possible.
6. Need to get the test papers ready for the test day
7. Teachers parking permit
8. Principal/Vice-Principal should collect the copy of the contract listing the rooms rented from CTA admin USA and can go down to the security office and request them to open the class rooms if needed. (In addition CTA office has a copy of the contract)
9. Principal/Vice-principal should collect a copy of the insurance for your building rental from CTA admin, USA.
10. If you have any major issues with the parents or teachers you should immediately inform the CTA president.
11. Arrange for a Teachers meeting to go through CTA rules and regulations.