

Responsibilities of the Principal:

1. Make sure to go earlier than 10.00 am and fill in for Pr or VP when one is late or absent.
2. Teachers come when there is a problem with student handling etc and try to find a solution for them.
3. Sometimes, parents talk about issues too.
4. Sending email updates to Parents and make sure to send it by Friday evening of the week so that parents get a chance to read it by Sunday morning.
5. During festival days, around school magazine preparation, picture day, Graduation day, help with the general management of events.
6. 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.
7. If you are going to be late or absent please let the Vice- Principal know as earlier as possible.
8. Need to work with the Registration officer and book officer and plan how to handle the reiteration and distributing books.
9. Responsible for the attendance officer
10. Responsible for the hot chocolate
11. Parents Conference
12. 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)
13. Principal/Vice-principal should collect a copy of the insurance for your building rental from CTA admin, USA
14. If you have any major issues with the parents or teachers you should immediately inform the CTA president.
15. Need to take care of the lost and found.