

JOB DESCRIPTION

Job Title: HOD (Computer Science) & IT

Reports to: Head Master Senior School.

Job Profile: A team leader and an educator facilitating global learning, committed academician, striving to pace up from time to time with the technological advancements and actively sharing day to day responsibilities of school enabling a traditional leading residential school to fit into iGeneration.

Key Responsibilities

Academic

- Teaching and related assignments (Comp Sc & IP).
- Taking remedial / extra classes.
- Monitoring question paper setting and marking scheme of department faculties.
- In- house syllabus designing for CLP & coordinating publication of text books for grades IV to X.
- Preparing departmental time table and submission to Director Academics.
- Facilitating & Monitoring Online Classes.
- Implementation of Content Management Systems, Learning Management Systems and Online exams.
- Supporting school representations at various levels w.r.t. IT competitions & exhibitions.
- Monitoring conduct of IT activity classes, Cray club and Robotics club.
- Accountable to all time-bound academic related team assignments of the department.

Administrative

- Conducting department faculty meetings.
- Day to Day coordination with Network Administrator related to school network services and Complaint redressal.
- Coordinate with the vendor for effective implementation of e-IMS at School.
- Monitoring IT related activities of Junior School through Resource Coordinator.
- Overseeing the functioning of MWT Lab, Computer Labs, Staff Lab, Robotics Lab Resource Center and Network Centre.
- Annual budgeting of IT requirements for Senior and Junior School and submitting to Bursar.
- Channelize procurement process in coordination with Bursar.
 - (a) Send bills for Centralized stock entry.
 - (b) Send bills to Accounts office for payment.
 - (c) Collect the payments from Accounts office and send it to respective vendors.
- Internal transfer of items within departments.

- Monitoring overall Inventory Management of Hardware and Software.
- Responsible for renewals, licensing, domain registration and AMCs in place.
- Provision of leased line services for various departments of the School.
- Monitoring the Official website and Social Media commitments of the School handled by web and social media administrator.
- Enable Staff & student community to be part of Educational forums.
- Member of Condemnation board / committee.

Other responsibilities

- Coordinate and organize In-house IT related trainings / orientation for School Staff
- Newsletter, Magazine, Publication work, Presentations etc.
- Coordinating Vendor Demonstration on site and liaison with finalized vendor for various services.
- Planning & proposing various IT events in academic calendar.
- Active participation in extracurricular activities of school.
- Any other responsibility in addition to above, based on school requirement.

Required Qualifications

Educational: Post Graduate in Computer Science or Any other equivalent degree

Work Experience: Min 8-10 years of teaching experience, preferably a boarding school.

Administrative: Min 5 years in any administrative capacity preferably as HOD (Computer Science).

Technical Skills: Technically proficient with all major working platforms, knowledge of Hardware & updated software in use.

Personal Traits Required

- Team player, excellent interpersonal skills.
- An adaptable personality to boarding environment.
- Proactive to maintain flow of operations, Problem Solver & Self-initiator.
- Excellent Analytical Skills
- Expressive communication skills.

Selection Process: Written Examination, Subject Demo & Personal Interaction.

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