

## School of Automotive Skills

### Job Description – Principal

#### **Job Title:**

Principal – School of Automotive Skills

#### **Reporting to:**

The Principal of Automotive Skills will be directly reporting to the President of the University.

#### **Job Overview:**

The Principal leads and manages the instructional program and oversees the operations and staff of the School of Automotive Skills. He/she creates a safe learning environment and sets performance goals with a practical purpose for both students and teachers and monitors the process to ensure that these goals are met.

The Principal ensures that School facilities are safe for students/ teachers and plan for regular maintenance of school grounds and equipment. School leaders also research and acquire new materials and resources and establish a network with other organizations and industries.

#### **Roles and Responsibilities:**

1. The Principal of Automotive Skills shall be responsible and accountable for setting the academic strategy of the School in line with Trainers and University's strategic plans and directions
2. He/ She should exert efforts on curriculum development and delivery methods, train the trainers, maintain the automotive workshops, tools, equipment, machineries of the University
3. He/ She should fulfill the University's responsibilities concerning students in respect of their admission, instruction, progress, and examination
4. The Principal develops new programs in order to attract new students in this School
5. He/ She should conduct trainings for the Trainers of the School, monitor Trainers' and students' performances, ensure the maintenance and upgradation of the training equipment and other tools
6. Contribute to University-wide initiatives in order to improve understanding and communication of this stream
7. The Principal is required to build up and maintain a network with other organizations like Skill Councils and Industries.
8. He/ She should ensure that the HR policies and procedures of the University are implemented in his/ her School

9. Ensure a safe and healthy environment for both Faculty/ Trainers and students, and adhere full compliance with health and safety requirements
10. Prepare budget for the School and comply with the University's financial regulations
11. Ensure all the activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement
12. It is also expected that the Principal will carry functional responsibility for specific agreed cross-functional Faculty areas
13. Present data from School's performance to Board Members
14. Research new resources and techniques to improve teaching

**Requirements/Qualifications:**

- A Ph.D. degree or an equivalent degree in the related branch/school with excellent academic record
- He/ She should have a minimum of 10 years of work experience and has worked as Head of the School and has teaching experience in this stream in any University
- The Principal should have a very good understanding of the automotive disciplines
- He/ She should have strong leadership and delegation skills
- The Principal should be a good Communicator. He/ She should be able to communicate a compelling vision that energizes the existing and potential faculty, students, alumni, staff, and other constituencies of the University
- He/ She should have the ability to design, develop, implement, and evaluate training plans, curricula, and methodology
- Hands-on experience with MS Office and education management systems
- The Principal should be able to manage a crisis