

## School of Construction Skills Job Description – Principal

### **Job Title:**

Principal – School of Construction Skills

### **Reporting to:**

The Principal, School of Construction 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 Construction Skills. He/she creates a safe learning environment and sets performance goals with a practical purpose for both students and trainers and monitors the process to ensure that these goals are met.

He/ She is expected to provide leadership for the program and the University; to empower the students with innovation, research and entrepreneurial thoughts since the beginning of the course.

He/ She should have exposure to testing equipment's for large construction components and is expected to further strengthen and extend the laboratory facilities and update the curriculum accordingly.

### **Roles and Responsibilities:**

1. The Principal, School of Construction Skills shall be responsible and accountable for setting the academic strategy of the school in line with the Trainers and University's strategic plans and directions
2. Supervise on course revisions, course development, software changes, textbooks, and any other issues impacting the quality and viability of the school's program
3. He/ She should fulfill the University's responsibilities concerning the students in respect of their admissions, instructions, progress, and examination
4. Ensure the infrastructure like laboratories, equipment and classrooms are designed to facilitate hands on learning & operational experience
5. Oversee that the Trainee is able to train the students in a way that he/she is able to understand the engineering drawings and the construction technologies which will enable them to build the actual structure accurately
6. The Principal develops new programs in order to attract new students in this School
7. Assuming reasonable responsibility for security, maintenance, and inventory of assigned equipment and supplies

8. To supervise and ensure maintenance of all the equipment's in the workshop to relevant standards, including potentially hazardous equipment's
9. Work with the steering committee of the school to look out for more opportunities in adapting the program to the real market needs
10. To observe trainees in Construction skill classes and to share observations and any concerns with the Trainer
11. To advise and assist academic and research staffs with techniques and methodology
12. 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
13. The Principal is required to build up and maintain a network with other organizations like Skill Councils, Construction Industry and other related Industries
14. He/ She should ensure that the HR policies and procedures of the University are implemented in his/ her School
15. To maintain excellent discipline and clear boundaries so that the learning objectives of the class and the provisions of the School's Health and Safety policies are met
16. Prepare budget for the School and comply with the University's financial regulations
17. Ensure that 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 improvements
18. It is also expected that the Principal will carry out functional responsibility for specific agreed cross-functional Faculty areas
19. Present data from School's performance to Board Members
20. Research new resources and techniques to improve teaching
21. Ability to contribute to the achievement of the School Development Plan and the development of other school activities
22. All other responsibilities assigned by the higher competent authorities

**Requirements/ Qualifications:**

- A Ph.D. or a Master's Degree in Building Construction, Civil Engineering, Architecture, or a qualifying field is required with an excellent academic record
- He/ She should have minimum of 10 years of work experience in this industry and has experience of working as the Head of Construction School or has teaching experience in this stream in any University
- The Principal should have a very good understanding of the Construction disciplines and the School's Health and Safety policies
- 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
- Proficient level of knowledge of Microsoft Office and/or relevant software programs
- The Principal should be able to manage a crisis situation