

Job Description – Principal

Job Title:

Principal – School of Metal Construction Skills

Reporting to:

The Principal of Metal 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 Metal Construction 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.

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

He/ She should have advanced knowledge of metal construction, machine tool best practices, design and aesthetics, operations quality and safety as well as substantial experience teaching the fundamentals of metal construction to students.

The principal ensures that the School facilities are safe for students/ teachers and also plan for regular maintenance of school grounds and equipment's. The Principal should also establish a network with other organizations and industries.

Roles and Responsibilities:

1. The Principal of Metal 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. He/ She should exert efforts on curriculum development and delivery methods, train the trainers, arrange and supervise Metal Construction related workshops, tools, and other resources for the University
3. He/ She should fulfill the University's responsibilities concerning the students in respect of their admissions, instructions, progress, and examination
4. He/She should have a vision that students should be prepared to work in any businesses and industries that design, build and install products that have been fabricated from sheet, plate and structural metals.

5. Ensure the infrastructure like laboratories, equipment and classrooms are designed to facilitate hands on learning & operational experience
6. Oversee that the Trainee is able to train the students in a way that he/she is able to understand the engineering drawings and then building the actual structure accurately
7. The Principal develops new programs in order to attract new students in this School
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 for more opportunities in adapting the program to the real market needs
10. To observe trainees in Metal 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, Metal Construction & 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 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. To comply with both Statutory and University safety protocols
20. Present data from School's performance to Board Members
21. Research new resources and techniques to improve teaching
22. Ability to contribute to the achievement of the School Development Plan and the development of other school activities
23. Any other responsibilities assigned by the higher competent authority

Qualifications:

- A PhD/ Master Degree in Mechanical Engineering or an equivalent degree in the related branch/school 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 Metal Construction School or has teaching experience in this stream in any University
- The Principal should have a very good understanding of the Metal Construction disciplines and this 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
- Hands-on experience with MS Office and education management systems are essential
- The Principal should be able to manage a crisis situation