

**Job Title –**

Pre Primary Coordinator

**Company –**

S R PUBLIC SR. SEC. SCHOOL, KOTA

**Location –**

Kota, Rajasthan

**Salary –**

₹ 14,000.00 – ₹ 16,000.00 per month

**Job type –**

Full-time, Contract

**Job Description –**

**Job Summary**

1. Observation of students' and teachers'
2. Co-coordinating teachers, management, children and parents
3. Taking initiatives for students' over all development

**Responsibilities and Duties**

1. Copies and diaries cross checking
2. Substitution of absent teachers
3. Preparing Academic Planner and Activity Planner

**Key Skills**

1. Good Command over the English language, Good communication skills
2. Good IT skills like should be familiar with using Microsoft Office, Internet Surfing, uploading video, Blog post etc.
3. Willingness to Learn
4. Good research skills

## Required Experience and Qualifications

Graduation with B.Ed. and 5+ years teaching experience of pre-primary classes

## Benefits

- Provides training
- Fee discount for your child

## Applicant Qualifications –

- How many years of total work experience do you have?
- How many years of work experience do you have?
- What is the highest level of education you have completed?
- Do you speak English?
- Which required document(s) do you have?

## Job Settings –

Hires Needed: **1 hire**

Expected Hiring Date: **1 to 2 weeks**

## Language –

English

## Additional Job Details – [Edit](#)

- Benefits: Paid leaves / Leave encashment
- Industry: Education & Instruction

## Application Settings –

Apply method: **Email**

Email: [hr@srpublicschool.edu.in](mailto:hr@srpublicschool.edu.in)

## Selected Assessment Types –

Problem Solving