Work Assigned to Senior Management Staff 2014

**Assigned Responsibilities for 2014**  
**Deputy Principal – Basheera. M**
- Grade (6-8)  
- Grade 10 Islam, Dhivehi  
- All Business Subjects  
- School Achievements  
- Human resource affairs  
- School board coordinator  
- Daily schedule  
- Coordinator for Clubs  
- Prize Day  
- Graduation Ceremony Grade 7  
- Cub / Scout  
- 7 Habits Coordinator for Teachers  
- Students Counselling  
- Media  
- Fruit programme  
- Prayer Room  
- Library  
- Staff Canteen  
- Daily Schedule  
- Parent Notice Boards  
- Quran Class / Inter school Competition  
- Teachers Hand Book  
- Discipline guideline  
- School Monthly Calendar  
- Text book management  
- Staff Development  
- Inter school Oratory Competition  
- Student Leaders  
- Whole school Time Tabling  
- Soneva Trip  

**Assigned Responsibilities for 2014**  
**Ass. Director – Ibrahim Saeed**
- Budget Section & Service staff  
- Salary  
- Fees,  
- Bid Evaluation  
- Stock & Inventory  
- Maintenance of building, Furniture & Equipment  
- School Greening  
- Hydroponic Planting  
- Binghadhah Fenjehun  

**Assigned Responsibilities for 2014**  
**Deputy Principal – Sharma Naseer**
- Grade 9-10  
- Students registration  
- School Record Section  
- Student database  
- IT Section  
- O’level Work  
- Math & Computing  
- Science Subjects  
- Cadet & band  
- Science lab  
- Science Fare  
- Computer Lab  
- Multi Purpose Room  
- Student Canteen Service  
- Graduation Ceremony Grade 10  
- Student Hand Book  
- Dhivehi Lit Association (Adhabee Noor)  
- Inter School Madhaha  
- Science Club  
- Inter School Singing  
- Assembly schedule  
- Whole school Academic Result Analysis  

**Assigned Responsibilities for 2014**  
**Deputy Principal – A . Leena**
- Grade (1-5)  
- English & Art Subjects  
- Sports Pools / Sports activities  
- Health Club  
- Golden ring Gr 1-5  
- School Health Service  
- PTA Coordinator  
- Children’s Day  
- Concert Gr 1-3  
- - English Lit Association (Literary Pinnacle)  
- School Anniversary  
- Children's Day  
- Little Maid & Guide  
- Disaster Risk Reduction  
- AV Room  
- Leader wall  
- School website  
- Students Notice Boards  
- Parent Hand book  
- School activities Calendar  
- Whole school literacy statistics  
- After school schedule  
- Open Day  
- Art Room
Tentative (As on 6 / 1 2014) Assigned Responsibilities for 2014
Leading Teacher – M. Zaheera
- Grade LT 1
- House (Purple)
- Little Maids
- Namaadhungai Kiyaa thakethi
- Home Work
- Golden Ring (1, 2 & 3)
- Women’s day
- World Health Day
- 7 Habits Program (1,2,3 )
- Concert (Juniors)
- Inter school Cricket
-School Program 1st Term 1st Sem
- Break Time Ground Floor
-Relief work (Gr 1,2,3 )
-- Whole school Literacy

Principal

Tentative (As on 6 / 1 2014) Assigned Responsibilities for 2014
Leading Teacher – Shahida . M
- Grade LT ( Gr5)
- House (Red)
- Namaadhungai Kiyaa thakethi
- Break time 2nd Floor ( A Block )
- Literacy Program (Gr 4,5)
- Staff Room
-Home work
- Inter School Quran Competition
-Quran Class
-Anniversary
-- Post Exam scheduling ( 4 & 5 )
--After school duty schedule

Principal

Tentative (As on 6 / 1 2014) Assigned Responsibilities for 2014
Leading Teacher – Saamath. A
- Grade LT ( Gr 10 )
- Math (Gr 8, 9, 10 )
- Chemistry (Gr 8, 9, 10 )
- Discipline of girls ( Gr 8, 9,10 )
- Break Time 3rd Floor ( B Block)
-School Program ( Term 1 Sem 2)
- Graduation Ceremony ( Gr 10 )
- O Level academic affairs
- O level extra classes
- Inter school Basket
- Computer Studies ( Gr 8, 9, 10 )

Principal

Tentative (As on 6 / 1 2014) Assigned Responsibilities for 2014
Leading Teacher – A. Yumna
Grade  6
- English (6 & 7 )
- Junior Prefects
- PA ( Gr 6 & 7 )
- Prize Day
-- Exam Time Tabling ( Middle school )
-- Post exam schedule
- Journal Writing
- Literary Week
- Interschool Netball
- Break time 2nd Floor ( A Block )
- Art & Craft Club (Gr 4 – 7 )
- Literacy Program (Gr 4,5,6,7)
- School Prog First Term 2nd Sem

Principal
Work Assigned to Senior Management Staff 2014

Tentative (As on 6/1 2014)
Assigned Responsibilities for 2014
Leading Teacher – Fathmath. M
- Relif work (Gr 3,4,5)
- Staff Contact Time
- House (blue)
- School Achievements
- Parent Hand book
- Exam Time tabling (4 & 5)
-- School Posts & Senior Prefects
- Class Time tabling (whole school)
- Leadership Programs (Students Leaders)
- Teacher Trainees
- School Anniversary
- Break Time LT Room
-School Prog Term 2 Sem 2
- Interschool Athletics
- Kit For Assembly

Principal

Tentative (As on 6/1 2014)
Assigned Responsibilities for 2014
Leading Teacher – Ab. Mueez
- Business Studies (Gr 8, 9, 10)
- Accounting (Gr 8, 9, 10)
- Economics (Gr 8, 9, 10)
- IT Club
- Break Time 2nd Floor (B Block)
- Interschool Swimming
- Whole school Time Tabling
- Relief work (Secondary)
- Exam Time Tabling (Secondary)
- Business Forum
- PTA Activities Committee
- School Program Second Term 1st Sem

Principal

Tentative (As on 6/1 2014)
Assigned Responsibilities for 2014
Leading Teacher – I. Shakir
- Dhivehi (Gr 6,7,8, 9, 10)
- Scout
- Inter School Oratory Competition
- Inter School Mazmoon Writing
- Inter school Vaahaka liyun
- National Day
- Maadhareebahuge dhuvas
- Media Coordinator
- A.V Room
- School Sound System and accessories)
- DLA (Adhabee Noor)
- Inter School Vaahakadhekumuge mubaarai
- MNBC Adabee Mubaarai
- Break time Student Canteen
- Interschool Lhen

Principal

Tentative (As on 6/1 2014)
Assigned Responsibilities for 2014
Leading Teacher – Sofoora . M
- Grade LT (7)
- Social Studies & Math (Gr 6 & 7)
- School Choir
- Cub scout
- Interschool Madhaha
- Break time 3rd Floor (A Block)
- Interschool Badminton
- Staff Induction
- Graduation Ceremony (Gr 7)
-- Exam Time tabling (Middle school)

Principal

Tentative (As on 6/1 2014)
Assigned Responsibilities for 2014
Leading Teacher – Shiuna Mohamed
- Grade LT (8)
- Biology (Gr 8, 9, 10)
- Physics (Gr 8, 9, 10)
- Science Club
- World Environment Day
- Science Lab
- Science Fair
- Break time 2nd floor B Block
- SMS Secretary
- Academic Committee
- House (Green)
- Teachers’ Day

Principal

Tentative (As on 6/1 2014)
Assigned Responsibilities for 2014
Leading Teacher – Mausooma. K
- Grade LT (Gr 9)
- PTA Assistant Coordinator
- English (Gr 8,9,10)
- Travel & Tourism (Gr 8, 9, 10)
- Library
- Graduation Ceremony (Gr 7)
-- Exam Time tabling (Middle school)
- Academic Committee
- House (Green)
- Teachers’ Day

Principal

Tentative (As on 6/1 2014)
Assigned Responsibilities for 2014
Leading Teacher – Shiuna Mohamed
- Grade LT (8)
- Biology (Gr 8, 9, 10)
- Physics (Gr 8, 9, 10)
- Science Club
- World Environment Day
- Science Lab
- Science Fair
- Break time 2nd floor B Block
- SMS Secretary
- Academic Committee
- House (Green)
- Teachers’ Day

Principal
Work Assigned to Senior Management Staff 2014

**Leading Teachers – Farhad. H Islam (Gr 6.7.8.9 10)**
- Discipline in charge for boys (Secondary)
- Civic & Moral Education
- Maldives Embraced Islam Day
- Religious Debate / Quiz
- Namaadhu Prog
- Quran Pool
- Open Quran Competition
- Late comers
- Break time 3rd Floor (B Block)
- O Level application affairs
- School Exam office in charge
- Fire Drilling
- IT & Computing
- Disaster Reduction Program
- CMDA Competition

**Leading Teacher - A. New**
- Travel & Tourism Studies (Gr 8, 9, 10)
- PTA Social Development Committee
- Parental Awareness
- Fire Drilling
- IT & Computing
- Disaster Reduction Program
- CMDA Competition

**Counselor – Zamla. R**
- Students Counseling (Gr 8,9,10)
- Counseling & Guidance Plan for Students
- Students Supervision After school
- Discipline Records of (Gr 8,9,10)

**Counselor – Late comers**
- Students Counseling (Gr 1-5)
- Parental Awareness Programs
- Students Supervision After school
- Discipline Records of (Gr 1-5)

**Sports Sup – Zainab. I**
- Physical Education (1-3)
- Ground Supervision After school
- Sports pools
- Net ball
- Basket ball
- Athletics

**Sports Sup – Afsheen**
- Physical Education (4 – 7)
- Lunch Time
- Break Time Ground Supervision
- Volley
- Cricket
- Badminton
- Swimming

**Health Assistant – A. Azlifa**
- Fruits program
- Daily health Service
- Health Session for students
- Health Club

**S. Health Assistant – Angeela**
- School Health Plan
- Students Health Records
- Daily health Service
- Parental Awareness
- Life Skills Program for student
- 7 Habits programme for Students
Tentative (As on 6 / 1 2014)
Assigned Responsibilities for 2014
Leading Teacher – M. Zaheera
- Grade LT 1
- House (Purple)
- Little Maids
-Namaadhugai Kiyaa thakethi
- Home Work
- Golden Ring (1, 2 & 3)
- Women's day
- World Health Day
- 7 Habits Program (1,2,3)
- Concert (Juniors)
- Inter school Cricket
-School Program 1st Term 1st Sem
- Break Time Ground Floor
-Relief work (Gr 1,2,3)
-- Whole school Literacy

Principal