



Ms. Jyoti A. Kshirsagar

Contact No. – 7588190427

E-mail – jyotik5484@outlook.com / jyotikshirsagar@gmail.com

Address- Baramati, Dist.- Pune

A student focused educational leader, possessing strong commitment to the development of the students, staff, and the institution. Trust worthy professional with convincing communication skills.

EDUCATION & CREDENTIALS

- M.A. in Education (2022) from University of Pune
- Diploma in School Management (DSM) (2017)
- M.A, in English (2007) from University of Pune
- Bachelor of Education (B.Ed.) with English & Social Studies subjects (2006) from S.N.D.T. University.

OTHER QUALIFICATION & COMPUTER LITERACY

- | | |
|-------------------------------------|--------------------------------------|
| • Library Training Course (LTC) | • MSCIT |
| • English Typing 30 & 40 w.p.m. | • Adept at the operation of windows, |
| • Efficient at working on internet. | Excel & Power point |

CORE COMPETENCIES

- | | |
|--|------------------------------|
| • Training, mentoring & development | • Classroom evaluation |
| • Program Management and co-ordination supervision | • Student- teacher |
| • School Administration | • ERP handling |
| • Budget Planning | • Curriculum development |
| • Complete knowledge of CBSE affiliation process | • Leadership & team building |

ADMINISTRATIVE EXPERIENCE

- **Academic Co-Ordinator & Principal In Charge**– Shivaji English Medium School, Saswad (CBSE) (June,2022 – August, 2024)
- **Coordinator** – K.E. Society's The New Age School, Pune. (CBSE) (April,2021 – June, 2022)
- **Co-Ordinator & Principal In Charge** – M.E.S. English Medium School, Saswad branch (June, 2018 – March, 2021) (State Board)
- **Co-Ordinator & Principal In Charge** – M.E.S. English Medium School, Baramati branch (June, 2015 – May, 2018) (State Board)
- **Academic In charge** – Dhaniraj School, Wakad, Pune (State Board) (Nov. 2012 – June, 2015)
- **Academic Supervisor & Principal In-charge** – BoB-Primaan International School, Pune. (CBSE) (April, 2011 – Oct. 2012)

TEACHING EXPERIENCE

- **Shivaji English Medium School & Jr. College, Saswad.** (State Board) (June 2006 – April 2007 AND October 2009 – April 2011)
- **Fort International Academy** (Residential CBSE School, Kolhapur) (April 2007 – October 2009)

ROLE & RESPONSIBILITIES

Academic Role

- Established and maintained rapport with staff, students, and parents.
- Worked with the Governing Body in formulating the educational aims, objectives and targets of the school and policies for their implementation.
- Deploying and managing all teaching and support staff of the school by allocating particular duties.
- Planning & organizing activities & the day-to-day functions.
- Conducting meetings of teaching and non-teaching staff to instruct and motivate them to perform better in the areas of the work allotted to them.
- Training, guiding, encouraging the staff to work to the best of ability to bring the best results in all the field of programs.
- Preparing the annual planner of the school.
- Preparing class timetable of the students and personal timetable of the teachers.
- Arrangements of substitutions whenever required.
- Lesson observations and appraisals.

Administrative Role

- Budget planning & implementation.
- Liaising with partner institutions, other institutions, external agencies, government departments.
- Handling admission procedure.
- Management and execution of the events in all major departments of the school such as, excursion, examination, co-curricular and cultural.
- Contributing to policy and planning.
- Arranging and conducting the interviews & training the newly joining staff.
- Assisting with public and alumni relations.
- Record keeping and reporting through ERP software.
- Ensuring the school complies with relevant laws and regulations.
- Drafting of circulars and notice for the students and parents.

ACHIEVEMENTS

- Received THE TOP SCHOOL EDUCATOR award from Indian School Awards at Mumbai for implementing Holistic Teaching Practices.
- Received certificate of appreciation twice from Maharashtra Education Society, Pune for implementing innovative projects apart from the academics.
- MIE (Microsoft Innovative Educator) certificate holder.
- Conducted online workshop for teachers to introduce the Microsoft Innovative Educator program through Skype in the classroom.

REFERENCES

1) Renuka Singh Merchant
Principal, Shivaji English Medium
School,(SSC) Saswad, Dist.- Pune
Contact No.-9665012687

2) Mrs. Sangeeta Desai
Vice- Principal, Vistara World
School, Hadapsar, Pune
Contact No.- 9920229847