



## Academic Coordinator

### Job Title: Academic Coordinator – Syllabus Planning & Implementation (2 Positions)

**Department:** Academic Administration

**Reports To:** Principal / Academic Head

#### Job Summary:

We are looking for two dedicated and detail-oriented **Academic Coordinators** to lead and manage the planning and execution of academic curriculum across all levels. The ideal candidates will ensure smooth syllabus rollout, guide new teachers, develop teaching resources, and ensure continuity in teaching processes even during staff transitions. This role is crucial to improving student performance and maintaining academic excellence across the institution.

#### Key Responsibilities:

##### Syllabus Planning & Monitoring:

- Develop and structure the academic syllabus on a fortnightly, monthly, and quarterly basis.
- Track the implementation of the syllabus by teachers and recommend improvements where needed.
- Ensure syllabus alignment with institutional goals and curriculum standards.

##### Teacher Onboarding & Support:

- Assist with the onboarding(induction) and training of new teachers to ensure a seamless integration into the school system.
- Prepare and explain Teacher Manuals and provide clear guidelines on professional conduct, teaching standards, and expectations.
- Manage the handover process when teachers exit the school, ensuring proper transfer of responsibilities and teaching material.

##### Academic Resource Management:

- Lead the selection of textbooks and supplementary resources for all classes and subjects.
- Plan and supervise the preparation of worksheets that align with learning outcomes and support student understanding.
- Build and maintain a comprehensive OneDrive repository of subject-wise, class-wise, and topic-wise worksheets, ensuring easy access and continuity of teaching during substitution periods.



## **Special Worksheet Initiatives:**

- Curate worksheets for General Knowledge, Value Education, and Life Skills to be used by non-academic teachers (e.g., music, PE, dance) during substitution periods.
- Ensure resources are aligned with the school's mission to develop well-rounded individuals.

## **Student Progress Monitoring:**

- Track and support student improvement subject-wise, marks-wise, discipline-wise, and in all-round development including co-curricular and sports performance.
- Recommend interventions or support programs based on academic and behavioural data.

## **Requirements:**

- Bachelor's or Master's degree in Education or relevant subject specialization.
- Minimum **4–6 years of teaching experience**; prior academic coordination or curriculum planning experience preferred.
- Strong organizational and communication skills.
- Proficiency in MS Office and digital document management tools (e.g., OneDrive).
- A proactive attitude towards problem-solving, teacher mentorship, and academic excellence.

## **Desirable Attributes:**

- Passion for high-quality education and curriculum development.
- Ability to work collaboratively with teaching and non-teaching staff.
- Well-versed in modern teaching strategies, continuous assessment, and student development.

## **To Apply:**

Please send your resume to [recruit@dps.edu.sg](mailto:recruit@dps.edu.sg)