

## **Manager – JPM Senior Secondary School for the Blind**

**Job Title:** Manager, JPM Senior Secondary School for the Blind

**Organization:** The Blind Relief Association, Delhi

**Employment Type:** Contractual. Appointed by the Blind Relief Association, Delhi which manages and runs the School through School Management Committee under the provisions of Delhi School Education Act, 1973 and DSE Rules, 1973

### **Job Summary:**

The Manager works in co-ordination with the Principal/Head of School in overseeing the overall administration, operations, and development of the school, ensuring a nurturing and inclusive learning environment for visually impaired students. This role requires leadership, strong organizational skills, and a commitment to the education and well-being of the students.

### **Key Responsibilities:**

- Manage and coordinate the day-to-day functioning of the school, ensuring smooth operations and the well-being of students.
- Work in close coordination with the Principal/Head of School, Executive Secretary (of the Blind Relief Association) and teaching staff to support effective implementation of the curriculum, inclusive pedagogical practices, and special education methodologies suited to students with visual impairments.
- Oversee utilisation of school budgets, grants, and government-aided funds in accordance with prescribed norms, ensuring transparency, accountability, and timely reporting.
- Assist and advise the School Management in matters relating to recruitment, deployment, training, service conditions, and performance appraisal of teaching and non-teaching staff.
- Ensure compliance with government rules, Directorate of Education guidelines, special education policies, and all statutory requirements; act as the nodal point for communication with the Directorate of Education and other authorities on matters concerning the school.
- Ensure proper maintenance and optimal use of school buildings, hostels, assistive devices, and learning resources, in coordination with the Association staff, to maintain safety, accessibility, and a conducive learning environment.
- Liaise with parents, government agencies, NGOs, donors, and partner organisations to strengthen institutional support and foster collaborative initiatives.

- Support initiatives aimed at students' holistic development, including welfare measures, counseling support, and inclusive practices within the school ecosystem.
- Assist with official meetings, reviews, and public forums, and in mobilising resources through CSR initiatives, grants, and partnerships for institutional development.

#### **Qualifications & Experience:**

- **Educational Background:** Master's degree in Education, Management, Social Work, or a related field.
- **Work Experience:** Minimum 10-15 years of experience in school administration, and liaison with the Directorate of Education and Department of Social Welfare.
- Experience in Special Education will be an added advantage.
- Retired persons are welcome to apply for the position.
- **Skills & Competencies:**
  - Strong leadership and decision-making skills
  - Excellent communication and interpersonal abilities
  - Financial and operational management skills
  - Familiarity with government regulations on special education will be a plus
  - Knowledge of assistive technology for visually impaired students is a plus
  - Ability to collaborate with diverse stakeholders, including educators, parents, and policymakers

#### **Expectations:**

- Dedication to the mission of providing quality education and life skills to visually impaired students.
- Willingness to work beyond conventional school hours if required.
- Strong advocacy for inclusivity and accessibility in education.

**Remuneration:** ₹50,000. Higher remuneration may be considered for an exceptionally deserving candidate.