



GOVERNMENT OF BALOCHISTAN
School Education Department
(Policy Planning & Implementation Unit)

Dated Quetta, the 09th May, 2023

NOTIFICATION

No. PPIU/8-70/(A&F)/2023/ 2552-61 /. The Secretary, Government of Balochistan, School Education Department, is pleased to notify the "Job Descriptions" of **Principal (BPS-19), Senior Head Master / Mistress (BPS-18) and Head Master / Mistress (BPS-17)** of Government (Boys/Girls) High / Higher Secondary Schools in Balochistan with immediate effect.

1. Principal (BPS-19)

- i. Ensure punctuality, discipline and professional conduct of teaching and non-teaching Staff in Government (Boys/Girls) Model / Pilot Secondary / Comprehensive / Technical / Higher Secondary School
- ii. Ensure that both teaching and non-teaching staff observe official school timings duly notified by the Government
- iii. Ensure that teaching staff abide by their code of conduct
- iv. Ensure that non-teaching staff comply with their code of conduct
- v. Ensure the presence of teaching and non-teaching staff by applying Government rules pertaining to casual, medical, earned and study leaves
- vi. Ensure fair and appropriate distribution of workload amongst teaching and non-teaching staff
- vii. Monitor student attendance and academic performance on regular basis
- viii. Visit and observe classes and properly document the observations in Observation Log Book
- ix. Properly maintain Log Book for Visitors to document their observations / remarks
- x. Ensure the implementation of the guidelines / suggestions provided by the Visitors in the School
- xi. Conduct random checking of notebooks of different subjects to monitor teacher performance
- xii. Recommend best performing teachers to higher authorities for reward / award
- xiii. Question teachers on poor performance
- xiv. Ensure that teachers prepare and follow well-prepared lesson plans
- xv. Declare / appoint Section / Subject Heads from amongst the teachers
- xvi. Provide guidance to Section Heads and monitor their performance
- xvii. Assign subjects / classes to teachers as per their subject expertise / skills in consultation with Section / Subject Heads
- xviii. Prepare school timetable with the help of Section / Subject Heads / Teachers
- xix. Develop School Development / Improvement Plan in consultation with teaching, non-teaching staff and PTSMC
- xx. Ensure the implementation of Standard Operating Procedures (SOPs) to prevent the spread of COVID-19 pandemic
- xxi. Develop effective communication system with Vice Principal and all Section / Subject Heads, teaching and non-teaching staff
- xxii. Conduct regular supervisory checks over the quality of teaching-learning processes in the classroom
- xxiii. Promote co-curricular activities in the school
- xxiv. Ensure that students are enrolled in accordance with school admission policy
- xxv. Ensure a minimum attendance of 75% for students
- xxvi. Fully comply with the Balochistan Board of Intermediate and Secondary Education (BBISE) Quetta's attendance policy when registering students for Secondary School Certificate (SSC) and Higher Secondary School Certificate (HSSC) examinations
- xxvii. Conduct regular Parent-Teacher School Management Committee (PTSMC) and Local Education Council (LEC) meetings and properly maintain the minutes of the meetings
- xxviii. Conduct Enrolment Campaigns at the Cluster Level by engaging LEC / PTSMC
- xxix. Constitute Local Education Purchase Committee (LEPC) for utilization of Cluster Budget

- xxx. Convene the meetings of Local Education Purchase Committee (LEPC) whenever and wherever it deems necessary
- xxxi. Ensure that PTSMC / LEC / LEPC are active and have representation from the parents and community as per official notifications
- xxxii. Work closely with District Education Office of the concerned District on improving academic and co-curricular activities
- xxxiii. Promote Boys Scout / Girls Guide at the School level
- xxxiv. Nominate teachers for training workshops conducted at the Cluster / District / Provincial level
- xxxv. Observe the quality of training workshops conducted at the Cluster level
- xxxvi. Observe teachers in the classrooms for application of the newly acquired knowledge and skills
- xxxvii. Promote human rights, child rights and animal rights at the school level
- xxxviii. Promote activities that are aligned with Sustainable Development Goals (SDGs)
- xxxix. Facilitate teachers in the preparation of resource materials
 - xl. Organize awareness raising session on MHM (in Girls Schools only) for teachers and adolescent girls
 - xli. Organize career planning sessions for students
 - xl.ii. Prepare and forward cases of retirement, earned leave, medical leave and study leave to District Education Officer (DEO) for further processing
 - xl.iii. Timely initiate Annual Confidential Reports (ACRs) / Performance Evaluation Reports (PERs) of Vice Principal, teachers and non-teaching Staff
 - xl.iv. Perform any other task assigned by the Higher Authorities

2. Vice Principal (BPS-18)

- i. Assist the Principal to ensure punctuality, discipline and professional conduct of teaching and non-teaching Staff in Government (Boys/Girls) Model / Comprehensive / Technical / Pilot Secondary / Higher Secondary School
- ii. Assist the Principal to ensure that both teaching and non-teaching staff observe official school timings duly notified by the Government
- iii. Assist the Principal to ensure that teaching staff abide by their code of conduct
- iv. Assist the Principal to ensure that non-teaching staff comply with their code of conduct
- v. Assist the Principal to ensure the presence of teaching and non-teaching staff by applying Government rules pertaining to casual, medical, earned and study leaves
- vi. Assist the Principal to ensure fair and appropriate distribution of workload amongst teaching and non-teaching staff
- vii. Monitor student attendance and academic performance on regular basis and submit report to the Principal
- viii. Visit and observe classes and properly document the observations in Observation Log Book
- ix. Properly maintain Log Book for Visitors to document their observations / remarks
- x. Assist the Principal to ensure the implementation of the guidelines / suggestions provided by the Visitors in the School
- xi. Conduct random checking of note books of different subjects to monitor teacher performance
- xii. Recommend best performing teachers to Principal for reward / award
- xiii. Bring into the notice of Principal the poor performance of teachers and suggest remedial measures
- xiv. Assist the Principal to ensure that teachers prepare and follow well-prepared lesson plans
- xv. Assist the Principal in the preparation of school timetable with the help of Section / Subject Heads
- xvi. Assist the Principal in the development of School Development / Improvement Plan in consultation with teachers, non-teaching staff and PTSMC
- xvii. Assist the Principal to ensure the implementation of Standard Operating Procedures (SOPs) to prevent the spread of COVID-19 pandemic
- xviii. Assist the Principal in developing effective communication system with Vice Principal and all Section / Subject Heads, teachers, non-teaching staff
- xix. Conduct regular supervisory checks over the quality of teaching-learning processes in the classroom
- xx. Promote co-curricular activities in the school
- xxi. Ensure that students are enrolled in accordance with school admission policy
- xxii. Ensure a minimum attendance of 75% for students

- xxiii. Ensure the compliance of the Balochistan Board of Intermediate and Secondary Education (BBISE) Quetta's attendance policy when registering students for Secondary School Certificate (SSC) and Higher Secondary School Certificate (HSSC) examinations
- xxiv. Assist the Principal in conducting regular Parent-Teacher School Management Committee (PTSMC) and Local Education Council (LEC) meetings and in properly maintaining the minutes of the meetings
- xxv. Assist the Principal in conducting the Enrolment Campaigns at the Cluster Level by engaging LEC / PTSMC
- xxvi. Assist the Principal in the constitution of Local Education Purchase Committee (LEPC) for utilization of Cluster Budget
- xxvii. Assist the Principal to ensure that PTSMC / LEC / LEPC are active and have representation from the parents and community as per official notifications
- xxviii. Recommend teachers for training workshops conducted at the Cluster / District / Provincial level to the Principal
- xxix. Observe the quality of training workshops conducted at the Cluster level
- xxx. Observe teachers in the classrooms for application of the newly acquired knowledge and skills
- xxxi. Promote human rights, child rights and animal rights at the school level
- xxxii. Prepare plans as to how teachers can be facilitated in the preparation of resource materials
- xxxiii. Organize awareness raising sessions on MHM (in Girls Schools only) for teachers and adolescent girls
- xxxiv. Prepare plans as to when and where to organize career planning sessions for students
- xxxv. Timely initiate the Annual Confidential Reports (ACRs) / Performance Evaluation Reports (PERs) of teacher and non-teaching staff
- xxxvi. Perform any other task assigned by the Principal

3. Senior Head Master (BPS-18)

- i. Ensure punctuality, discipline and professional conduct of teaching and non-teaching Staff in Government Boys High School
- ii. Ensure that both teaching and non-teaching staff observe official school timings duly notified by the Government
- iii. Ensure that teachers abide by their code of conduct
- iv. Ensure that non-teaching staff comply with their code of conduct
- v. Ensure the presence of teaching and non-teaching staff by applying Government rules pertaining to casual, medical, earned and study leaves
- vi. Ensure fair and appropriate distribution of workload amongst teaching and non-teaching staff
- vii. Monitor student attendance and academic performance on regular basis
- viii. Visit and observe classes and properly document the observations in Observation Log Book
- ix. Properly maintain Log Book for Visitors to document their observations / remarks
- x. Ensure the implementation of the guidelines / suggestions provided by the Visitors in the School
- xi. Conduct random checking of student note books of different subjects to monitor teacher performance
- xii. Recommend best performing teachers to higher authorities for reward / award
- xiii. Question teachers on poor performance
- xiv. Ensure that teachers prepare and follow lesson plans
- xv. Declare / appoint Section / Subject Heads from amongst the teachers
- xvi. Provide guidance to Section Heads and monitor their performance
- xvii. Assign subjects / classes to teachers as per their subject expertise / skills in consultation with Section / Subject Heads
- xviii. Prepare school timetable with the help of Section / Subject Heads
- xix. Develop School Development / Improvement Plan in consultation with teachers, non-teaching staff and PTSMC
- xx. Ensure the implementation of Standard Operating Procedures (SOPs) to prevent the spread of COVID-19 pandemic
- xxi. Develop effective communication system with all Section / Subject Heads, teachers, non-teaching staff

- xxii. Conduct regular supervisory checks over the quality of teaching-learning processes in the classroom
- xxiii. Promote co-curricular activities in the school
- xxiv. Ensure that students are enrolled in accordance with school admission policy
- xxv. Ensure a minimum attendance of 75% for students
- xxvi. Fully comply with the Balochistan Board of Intermediate and Secondary Education (BBISE) Quetta's attendance policy when registering students for Secondary School Certificate (SSC) examinations
- xxvii. Conduct regular Parent-Teacher School Management Committee (PTSMC) and Local Education Council (LEC) meetings and properly maintain the minutes of the meetings
- xxviii. Conduct Enrolment Campaigns at the Cluster Level by engaging LEC / PTSMC
- xxix. Constitute Local Education Purchase Committee (LEPC) for utilization of Cluster Budget
- xxx. Convene the meetings of Local Education Purchase Committee (LEPC) whenever and wherever it deems necessary
- xxxi. Ensure that PTSMC / LEC / (LEPC) are active and have representation from the parents and community as per official notifications
- xxxii. Timely collect / collate / consolidate demands of feeder schools and submit them to District Education Office for further processing
- xxxiii. Work closely with District Education Office of the concerned District on improving academic and co-curricular activities
- xxxiv. Nominate teachers for training workshops conducted at the Cluster / District / Provincial level
- xxxv. Observe the quality of training workshops conducted at the Cluster level
- xxxvi. Observe teachers in the classrooms for application of the newly acquired knowledge and skills
- xxxvii. Develop strong collaboration with other Schools in the District for exchange of successful practices for improvement of educational outcomes
- xxxviii. Promote greenery in the school by planting trees
- xxxix. Promote Boy Scout in the school
 - xl. Promote activities that are aligned with Sustainable Development Goals (SDGs)
 - xli. Promote human rights, child rights and animal rights at the school level
 - xl.ii. Promote human rights, child rights and animal rights at the school level
 - xliii. Organize career planning sessions for students
 - xliv. Facilitate teachers in the preparation of resource materials
 - xl. v. Timely initiate the Annual Confidential Reports (ACRs) / Performance Evaluation Reports (PERs) of teachers and non-teaching staff
 - xlvi. Prepare and forward cases of retirement, earned leave, medical leave and study leave to District Education Officer for further processing

4. Senior Head Mistress (BPS-18)

- i. Ensure punctuality, discipline and professional conduct of teaching and non-teaching Staff in Government Girls High School
- ii. Ensure that both teaching and non-teaching staff observe official school timings duly notified by the Government
- iii. Ensure that teachers abide by their code of conduct
- iv. Ensure that non-teaching staff comply with their code of conduct
- v. Ensure the presence of teaching and non-teaching staff by applying Government rules pertaining to casual, medical, earned and study leaves
- vi. Ensure fair and appropriate distribution of workload amongst teaching and non-teaching staff
- vii. Monitor student attendance and academic performance on regular basis
- viii. Visit and observe classes and properly document the observations in Observation Log Book
- ix. Properly maintain Log Book for Visitors to document their observations / remarks
- x. Ensure the implementation of the guidelines / suggestions provided by the Visitors in the School
- xi. Conduct random checking of student note books of different subjects to monitor teacher performance
- xii. Recommend best performing teachers to higher authorities for reward / award
- xiii. Question teachers on poor performance
- xiv. Ensure that teachers prepare and follow lesson plans

- xv. Declare / appoint Section / Subject Heads from amongst the teachers
- xvi. Provide guidance to Section Heads and monitor their performance
- xvii. Assign subjects / classes to teachers as per their subject expertise / skills in consultation with Section / Subject Heads
- xviii. Prepare school timetable with the help of Section / Subject Heads
- xix. Develop School Development / Improvement Plan in consultation with teachers, non-teaching staff and PTSMC
- xx. Ensure the implementation of Standard Operating Procedures (SOPs) to prevent the spread of COVID-19 pandemic
- xxi. Develop effective communication system with all Section / Subject Heads, teachers, non-teaching staff
- xxii. Conduct regular supervisory checks over the quality of teaching-learning processes in the classroom
- xxiii. Promote co-curricular activities in the school
- xxiv. Ensure that students are enrolled in accordance with school admission policy
- xxv. Ensure a minimum attendance of 75% for students
- xxvi. Fully comply with the Balochistan Board of Intermediate and Secondary Education (BBISE) Quetta's attendance policy when registering students for Secondary School Certificate (SSC) examinations
- xxvii. Conduct regular Parent-Teacher School Management Committee (PTSMC) and Local Education Council (LEC) meetings and properly maintain the minutes of the meetings
- xxviii. Conduct Enrolment Campaigns at the Cluster Level by engaging LEC / PTSMC
- xxix. Constitute Local Education Purchase Committee (LEPC) for utilization of Cluster Budget
- xxx. Convene the meetings of Local Education Purchase Committee (LEPC) whenever and wherever it deems necessary
- xxxi. Ensure that PTSMC / LEC / (LEPC) are active and have representation from the parents and community as per official notifications
- xxxii. Timely collect / collate / consolidate demands of feeder schools and submit them to District Education Office for further processing
- xxxiii. Work closely with District Education Office of the concerned District on improving academic and co-curricular activities
- xxxiv. Nominate teachers for training workshops conducted at the Cluster / District / Provincial level
- xxxv. Observe the quality of training workshops conducted at the Cluster level
- xxxvi. Observe teachers in the classrooms for application of the newly acquired knowledge and skills
- xxxvii. Develop strong collaboration with other Schools in the District for exchange of successful practices for improvement of educational outcomes
- xxxviii. Promote greenery in the school by planting trees
- xxxix. Promote Girls Guide in the school
 - xl. Promote activities that are aligned with Sustainable Development Goals (SDGs)
 - xli. Facilitate teachers in the preparation of resource materials
 - xlii. Promote human rights, child rights and animal rights at the school level
 - xliii. Organize career planning sessions for students
 - xliv. Organize awareness raising session on MHM for teachers and adolescent girls
 - xlv. Timely initiate the Annual Confidential Reports (ACRs) / Performance Evaluation Reports (PERs) of teachers and non-teaching staff
 - xlvi. Prepare and forward cases of retirement, earned leave, medical leave and study leave to District Education Officer for further processing

5. Head Master (BPS-17)

- i. Ensure punctuality, discipline and professional conduct of teaching and non-teaching Staff in Government Boys High School
- ii. Ensure that both teaching and non-teaching staff observe official school timings duly notified by the Government
- iii. Ensure that teachers abide by their code of conduct
- iv. Ensure that non-teaching staff comply with their code of conduct

- v. Ensure the presence of teaching and non-teaching staff by applying Government rules pertaining to casual, medical, earned and study leaves
- vi. Ensure fair and appropriate distribution of workload amongst teachers and non-teaching staff
- vii. Monitor student attendance and academic performance on regular basis
- viii. Visit and observe classes and properly document the observations in Observation Log Book
- ix. Properly maintain Log Book for Visitors to document their observations / remarks
- x. Ensure the implementation of the guidelines / suggestions provided by the Visitors in the School
- xi. Conduct random checking of note books of different subjects to monitor teacher performance
- xii. Recommend best performing teachers to higher authorities for reward / award
- xiii. Question teachers on poor performance
- xiv. Ensure that teachers prepare and follow lesson plans
- xv. Declare / appoint Section / Subject Heads from amongst the teachers
- xvi. Provide guidance to Section Heads and monitor their performance
- xvii. Assign subjects / classes to teachers as per their subject expertise / skills in consultation with Section / Subject Heads
- xviii. Prepare school timetable with the help of Section / Subject Heads
- xix. Develop School Development / Improvement Plan in consultation with teachers, non-teaching staff and PTSMC
- xx. Ensure the implementation of Standard Operating Procedures (SOPs) to prevent the spread of COVID-19 pandemic
- xxi. Develop effective communication system with all Section / Subject Heads, teachers, non-teaching staff
- xxii. Conduct regular supervisory checks over the quality of teaching-learning processes in the classroom
- xxiii. Promote co-curricular activities in the school
- xxiv. Ensure that students are enrolled in accordance with school admission policy
- xxv. Ensure a minimum attendance of 75% for students
- xxvi. Fully comply with the Balochistan Board of Intermediate and Secondary Education (BBISE) Quetta's attendance policy when registering students for Secondary School Certificate (SSC) examinations
- xxvii. Conduct regular Parent-Teacher School Management Committee (PTSMC) and Local Education Council (LEC) meetings and properly maintain the minutes of the meetings
- xxviii. Conduct Enrolment Campaigns at the Cluster Level by engaging LEC / PTSMC
- xxix. Constitute Local Education Purchase Committee (LEPC) for utilization of Cluster Budget
- xxx. Convene the meetings of Local Education Purchase Committee (LEPC) whenever and wherever it deems necessary
- xxxi. Ensure that PTSMC / LEC / (LEPC) are active and have representation from the parents and community as per official notifications
- xxxii. Timely collect / collate / consolidate demands of feeder schools and submit them to District Education Office for further processing
- xxxiii. Work closely with District Education Office of the concerned District on improving academic and co-curricular activities
- xxxiv. Nominate teachers for training workshops conducted at the Cluster / District / Provincial level
- xxxv. Observe the quality of training workshops conducted at the Cluster level
- xxxvi. Observe teachers in the classrooms for application of the newly acquired knowledge and skills
- xxxvii. Develop strong collaboration with other Schools in the District for exchange of successful practices for improvement of educational outcomes
- xxxviii. Promote greenery in the school by planting trees
- xxxix. Promote Boys Scout in the school
- xl. Promote activities that are aligned with Sustainable Development Goals (SDGs)
- xli. Facilitate teachers in the preparation of resource materials
- xl. Promote human rights, child rights and animal rights at the school level
- xl. Organize career planning sessions for students
- xliv. Timely initiate the Annual Confidential Reports (ACRs) / Performance Evaluation Reports (PERs) of teachers and non-teaching staff

- xlv. Prepare and forward cases of retirement, earned leave, medical leave and study leave to District Education Officer for further processing

6. Head Mistress (BPS-17)


- i. Ensure punctuality, discipline and professional conduct of teaching and non-teaching Staff in Government Girls High School
- ii. Ensure that both teaching and non-teaching staff observe official school timings duly notified by the Government
- iii. Ensure that teachers abide by their code of conduct
- iv. Ensure that non-teaching staff comply with their code of conduct
- v. Ensure the presence of teachers and non-teaching staff by applying Government rules pertaining to casual, medical, earned and study leaves
- vi. Ensure fair and appropriate distribution of workload amongst teaching and non-teaching staff
- vii. Monitor student attendance and academic performance on regular basis
- viii. Visit and observe classes and properly document the observations in Observation Log Book
- ix. Properly maintain Log Book for Visitors to document their observations / remarks
- x. Ensure the implementation of the guidelines / suggestions provided by the Visitors in the School
- xi. Conduct random checking of student note books of different subjects to monitor teacher performance
- xii. Recommend best performing teachers to higher authorities for reward / award
- xiii. Question teachers on poor performance
- xiv. Ensure that teachers prepare and follow lesson plans
- xv. Declare / appoint Section / Subject Heads from amongst the teachers
- xvi. Provide guidance to Section Heads and monitor their performance
- xvii. Assign subjects / classes to teachers as per their subject expertise / skills in consultation with Section / Subject Heads
- xviii. Prepare school timetable with the help of Section / Subject Heads
- xix. Develop School Development / Improvement Plan in consultation with teachers, non-teaching staff and PTSMC
- xx. Ensure the implementation of Standard Operating Procedures (SOPs) to prevent the spread of COVID-19 pandemic
- xxi. Develop effective communication system with all Section / Subject Heads, teachers, non-teaching staff
- xxii. Conduct regular supervisory checks over the quality of teaching-learning processes in the classroom
- xxiii. Promote co-curricular activities in the school
- xxiv. Ensure that students are enrolled in accordance with school admission policy
- xxv. Ensure a minimum attendance of 75% for students
- xxvi. Fully comply with the Balochistan Board of Intermediate and Secondary Education (BBISE) Quetta's attendance policy when registering students for Secondary School Certificate (SSC) examinations
- xxvii. Conduct regular Parent-Teacher School Management Committee (PTSMC) and Local Education Council (LEC) meetings and properly maintain the minutes of the meetings
- xxviii. Conduct Enrolment Campaigns at the Cluster Level by engaging LEC / PTSMC
- xxix. Constitute Local Education Purchase Committee (LEPC) for utilization of Cluster Budget
- xxx. Convene the meetings of Local Education Purchase Committee (LEPC) whenever and wherever it deems necessary
- xxxi. Ensure that PTSMC / LEC / (LEPC) are active and have representation from the parents and community as per official notifications
- xxxii. Timely collect / collate / consolidate demands of feeder schools and submit them to District Education Office for further processing
- xxxiii. Work closely with District Education Office of the concerned District on improving academic and co-curricular activities
- xxxiv. Nominate teachers for training workshops conducted at the Cluster / District / Provincial level
- xxxv. Observe the quality of training workshops conducted at the Cluster level
- xxxvi. Observe teachers in the classrooms for application of the newly acquired knowledge and skills

- xxxvii. Develop strong collaboration with other Schools in the District for exchange of successful practices for improvement of educational outcomes
- xxxviii. Promote greenery in the school by planting trees
- xxxix. Promote girls guide in the school
 - xl. Promote activities that are aligned with Sustainable Development Goals (SDGs)
 - xli. Promote human rights, child rights and animal rights at the school level
 - xlii. Organize career planning sessions for students
 - xliii. Facilitate teachers in the preparation of resource materials
 - xliv. Organize awareness raising session on MHM for teachers and adolescent girls
 - xlv. Timely initiate the Annual Confidential Reports (ACRs) / Performance Evaluation Reports (PERs) of teachers and non-teaching staff
 - xlvi. Prepare and forward cases of retirement, earned leave, medical leave and study leave to District Education Officer for further processing


 ABDUL RAUF BALOCH
 SECRETARY

Copy for information is forwarded to: -

1. The Principal Secretary to Chief Minister Balochistan, Quetta.
2. The Accountant General Balochistan, Quetta.
3. The Additional Secretary (Staff) to Chief Secretary, Balochistan, Quetta.
4. The Director of Education (Schools), Balochistan, Quetta.
5. The Divisional Director of Education (Schools) (All).
6. The District Education Officer (All).
7. The PS to Minister for Education, Government of Balochistan, Quetta.
8. The PS to Secretary, Government of Balochistan, S & GAD, Quetta.
9. The PS to Secretary, Government of Balochistan, School Education Department, Quetta.
10. The PA to Additional Secretary (Admn/Dev./Schools), GoB, SED, (All)
11. Master File


 (ABDUL KHALIQ)
 CHIEF PLANNING OFFICER