

Position : Public School Head
(Ketua Bahagian Pengurusan Sekolah Mubaligh Methodist)

Reports to : Private Education Director (PED)



Location : Petaling Jaya

Council Of Education

Description:

Public School Head's role in MCOE is to work closely with the Chairman of COE and Private Education Director to achieve the mission and goals of MCOE related to Government aided schools and Hope Methodist Vocational Centre (HMVC).

Principal Duties:

- Assisting COE in the development and implementation of long-term goals and objectives for Government aided schools in Malaysia.
- Implementing all policies, programmes and other directives of COE related to public schools and HMVC.
- Work with the Chairman of COE in the appointments of the Board of Governance (BOG) of Government aided schools and HMVC.
- Be the liaison person in contact with the local Government aided school Principal.
- Be the liaison person in contact with local authorities Parent Teacher Association (PTA), Old Student Association.
- Be the main person to support private schools and National & Local Authorities inter-exchanges.
- Work with Chairman of COE, SOT, AEC and PED for public/private school projects

Preferred Skills & Qualifications:

Experience in teaching/management in Government schools

Requirements:

- Bachelor's or Master's degree in Education
- Excellent written and verbal communication skills
- Proven experience in education management
- Experience in Technical Vocational Education and Training (TVET)
- Experience in inter-changes with National and Local Authorities
- Strong project management, multitasking, and decision-making skill
- Willingness and ability to travel