



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

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Job Description – Principal, Marathi Shala (PMS)

Job Title	Principal, Marathi Shala (PMS)
Work Location	Calgary
Reports to	Board of Trustees (Board)
<input type="checkbox"/> Full-time	<input type="checkbox"/> Paid
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Volunteering/Not Paid

Job description summary

Elected by the voting members per the election or appointment process, the PMS serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe traditional Marathi learning environment that meets the curriculum and mission of the school. Achieving academic excellence requires that the PMS work collaboratively with the teachers to direct and nurture all members of community and communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations keeping the success and welfare of CMA as their top priority without any personal gains and / or to further their business interests, if any.

Essential duties and responsibilities

- Refer to CMA Bylaws and Amendments as registered with Alberta Registry.

Following details enhance / provide additional information about the role:

- Seek guidance and direction from the Board to establish and implement CMA's vision into action to promote learning of Marathi language, culture and performing arts during the current year.
- Promptly coordinate with the Board, EC and WSL to ensure that the Marathi Shala information on the CMA website is current.
- Prepare the Marathi Shala budget in January of the current year and provide as input to the TR.
- Maintain proper documentation and good record of admissions, attendance, budget and expenditures by event (to submit to EC / TR) for the past years, current year and future.
- Supervise and ensure implementation in CMA Marathi Shala of the "Marathi Language Learning" progressive curriculum, study guidelines and supporting materials developed by BMM in collaboration with Bharati Vidyapeeth Pune.
- Organize with the help of CMA teachers, events like picnic, outdoor events, indoor social events etc. for Marathi Shala students and their parents.

- Recruit volunteer teachers, familiarize them with the Marathi Shala program syllabus and BMM’s support materials and assign them to various student groups by grade and / or area to teach in an in-classroom setting or online via Zoom / Google Meet etc. as appropriate.
- Serve as a role model for students, dressing professionally, signifying the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
- Establish and promote high standards for and expectations from all students for academic performance and responsibility for behavior to create high morale among staff and students.
- Ensure adherence by CMA parents to the Marathi Shala admission guidelines (CMA membership, age limit, academic year terms, exams, fees etc.) and report any non-conformance to the Board / PR for corrective action.
- Issue a periodic CMA Marathi Shala newsletter on CMA website with highlights of indoor and outdoor activities, teacher and student performing arts, select articles by the students, achievements, recognitions, editorial (PMS “मनोगत”) etc.
- Meet with the teachers periodically, maintain minutes of meeting and follow up on action items, liaise with the Board to promote and support Marathi Shala to progress and obtain / maintain foreign language status in Alberta to enable high school credits for Marathi (as foreign) language to its students.
- For any communication to the Board, adopt the use of the email - bot@cmacalgary.ca, For any communication to the EC, adopt the use of the email - info@cmacalgary.ca, for any communication from / to CMA Marathi Shala, implement the use of the email - shala@cmacalgary.ca.

Tenure

Keeping in mind CMA’s objectives and due to the nature of this role, including engagement with the CMA community, BMM and the Alberta School Board and even from a longer term perspective, should the person be willing to continue, it is preferred that the PMS continues for three to five continuous years following the election or appointment process prescribed in the Bylaws.

Qualification

- Should have excellent bilingual communication skills in Marathi and English with at least 5 years of teaching experience in Marathi and English.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be resourceful and committed to bring about positive changes in the community with respect to Marathi language, culture and performing arts especially within the young generation.
- Excellent leadership, coordination and liaison skills.
- Good listening and problem-solving skills.

General Acronyms & Definitions

- Current year – One year of active operation that commences at the closure of the tenure of the previous year
- Following year – Year of operation that succeeds the current active year of operation
- Previous year – Year of operation that precedes the current active year of operation

- CMA – Calgary Marathi Association.
- BMM – Bruhan Maharashtra Mandal
- Marathi Shala – CMA initiative of school for learning Marathi as foreign language
- Paalavi – CMA initiative for youth group
- Samadhan – CMA initiative for Seniors group
- AGM – Annual General Meeting
- SGM – Special General Meeting

- Board – Board of Trustees
- Board Chair – Chairperson, Board of Trustees

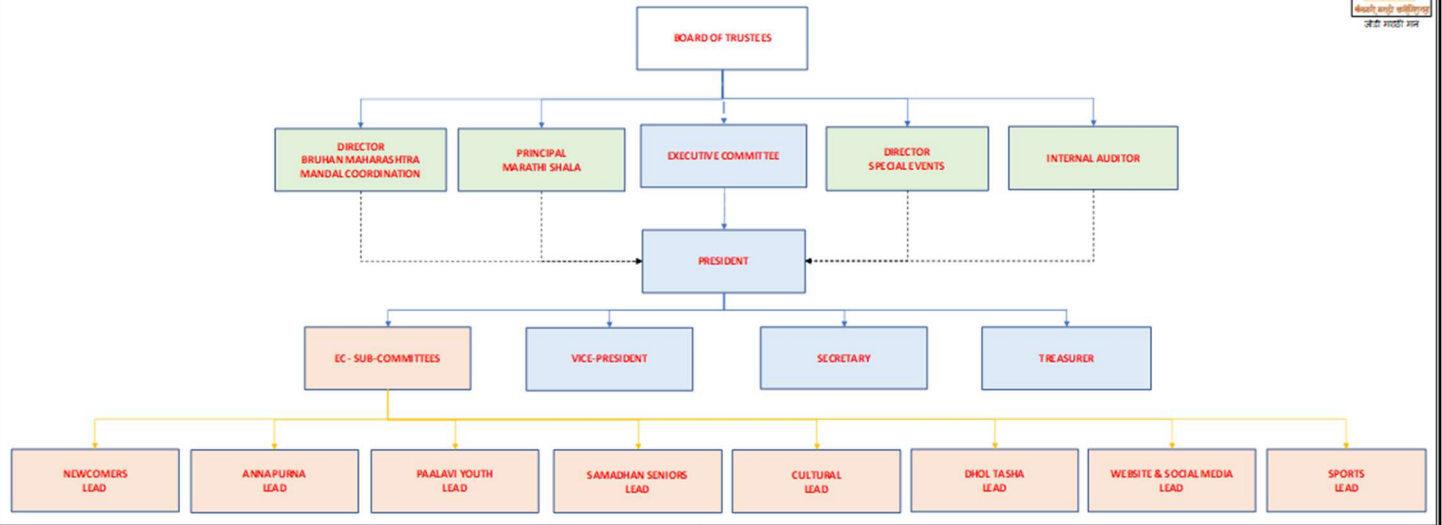
- EC – Executive Committee
- PR – President
- VP – Vice President
- SC – Secretary
- TR – Treasurer

- PMS – Principal - Marathi Shala
- DSE – Director - Special Events.
- IA – Internal Auditor
- DBMMC – Director, Bruhan Maharashtra Mandal Coordination.

- EC-SC – Executive Committee – Sub-Committee
- AL – Annapurna Lead
- LC – Cultural Lead
- DTL – Dhol Tasha Lead
- NCL – Newcomers Lead
- PYL – Paalavi Youth Lead
- SL – Sports Lead
- SSL – Samadhan Seniors Lead
- WSL – Website and Social Media Lead

- AGLC – Alberta Gaming & Liquor Commission

CALGARY MARATHI ASSOCIATION



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