



Vandana Mishra

Contact Number : +91-9893223062

Email : vandanamishra68@gmail.com

Skype : vandanamishra3

Address : C/o Avinash Seth, Sagar Auto & Electronics, Station Road, Sagar, (M.P.), Pin - 470001

Date of Birth : 16-April-1972

Objective

To maintain the educational development of students and the professional development of teachers by developing and implementing policies, programs, and curriculum plans; providing a safe and healthy environment conducive to learning; maintaining the mission, vision and educational philosophy of the school under my leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

Proficiencies

- Leadership, the ability to inspire and lead a school community on a path of development and improvement.
- Ability as a finisher as well as an innovator. The willingness and ability to work strategically and operationally, being hands-on in involvement with students, staff and parents.
- A skilled and clear communicator with various stakeholders, in written and spoken English.
- A well-qualified and experienced middle or senior leader in a high quality school(s).
- Drive, energy and willpower to develop systems and to ensure that they are successfully implemented.
- Working collegially in partnership with the Director and Board (management).
- Open-minded and culturally sensitive with understanding of international education.
- Resilience, creativity in problem-solving, confidence to deal with difficult situations.
- Solution focused and collaborative.
- Principled, consistent and fair.
- Proven ability to lead and motivate staff at all levels.
- Patient and able administrator.
- Hold an impeccable record of maintaining discipline in my supervision.
- Excellent communication and convincing capabilities.
- Ability to develop the curriculum in the line with the school's mission and aims.
- To facilitate and enhance the conditions that enable high quality teaching and learning to take place.
- Communicate with colleagues, parents, and community members to promote student learning.
- Develop a positive school climate which rewards students for continuous improvement in academics, behavior and attendance.

Administrative competencies

- Supervision and management of day-to-day operations.
- Designed Marketing and Advertising strategies for the School, which leads to increase in the number of School admissions.
- Oversight of school publications including newsletters, bulletins and handbooks.
- Generate the annual events calendar, weekly and term schedules, etc.
- Monitor Health and Safety arrangements.
- Support the implementation and development of school policies.
- Shared oversight of school events and assemblies, including school trips, award ceremonies, activities.
- Productions and student leadership development programs.
- Appropriate and exact delegation of responsibilities to staff.

Professional Experience

| Name of the Institution | Location | Duration | Position |
|--------------------------------------------------|----------------------|-------------------------|-----------------|
| NVN (ICSE) | Bangalore, Karnataka | April-2022 – Present | Principal |
| Army Goodwill Public School (CBSE - Residential) | Pahalgam, Kashmir | March-2020 – March-2022 | Principal |

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|----------------------------------------------------|------------------------|----------------------|-----------|
| Karur Saraswati Vidhya Mandir (CBSE - Residential) | Karur, Tamil Nadu | May-2018 – Feb-2020 | Principal |
| The Stepping Stones School (CBSE) | Chitradurga, Karnataka | June-2015 – Apr-2018 | Principal |
| Shemford Group of Schools (CBSE) | Sidhi, Madhya Pradesh | June-2011 – Apr-2015 | Principal |

Proficiencies as a Teacher (from 1996 - 2009)

- > Worked as Coordinator for Scholastic Publication, Hindustan Times-PACE, Eco-Friendly Club and House Coordinator.
- > Supervised and Organized: Science, Social Science and Art & Craft Exhibitions, Quiz, Debate & Extempore Competitions.
- > Directed Dramas & Skits.
- > Choreographed & Anchored Cultural Events and Competitions.
- > Attended several Workshops for Teachers on Effective Teaching, Communication and Classroom Management Skills.

Education

| Course | Institution |
|-------------------------------------|---------------------------------------------------------------------------------|
| B. Ed. | Barkatullah University, Bhopal, (M.P.) 1996 |
| M.Lib & Information Science | Makhan Lal University of Journalism and Mass Communication, Bhopal, (M.P.) 1995 |
| M.A (English Literature) | Dr. Hari Singh Gaur University, Sagar (M.P.) 1991 |
| B.Sc (Botany, Zoology & Chemistry) | Dr. Hari Singh Gaur University, Sagar (M.P.) 1989 |
| Higher Secondary School Certificate | St. Joseph Convent School, Sagar (M.P.) 1986 |

Accomplishments

- > Led the schools to obtain CBSE affiliation.
- > Worked as a Founder Principal (Led to set up the complete system of the School) and got 400+ admissions in the first year.
- > 100% result for CBSE Board Exams for class 10th and 12th.
- > Worked as CBSE-Observer for Board Examinations.
- > Received Global warriors award by the NGO : Manusmriti trust foundation for the efforts made for improving education by less resources in this pandemic year.
- > Received Best Coordinator award from Hindustan-Times PACE and Scholastic Publication.
- > Honoured by Certificate of Appreciation on Teachers Day for the contribution to the society by International teachers Guild and GAIIM.
- > Awarded multiple bonuses for punctuality and outstanding attendance to Students.
- > Member of Bhartiya Teachers Association.
- > Participated in the Spit free India movement by ACF (Supported by TATA Trust).

Training, Workshops and Certifications

- > Attended many workshops, webinars, symposium, conclave, seminars and training on various concepts, methodology, pedagogy , and changes in education from time to time.