



The Shri Ram Universal School (TSUS) is Hiring: Academic Coordinator (4–8 Years Experience)

Location: Kiwale (near Ravet), Pune | Mode: Full-time

About the Role

TSUS is looking for a dynamic, organized, and academically driven **Academic Coordinator** to support the effective implementation of the school's academic programme. The role will involve coordinating with teachers, monitoring academic standards, supporting curriculum implementation, tracking student progress, and working closely with the School Leadership to ensure smooth academic functioning.

What You'll Do

Key Responsibilities – Academic Coordinator

- Coordinate academic planning, curriculum implementation, and timely syllabus completion.
- Work closely with teachers to ensure effective teaching-learning practices across grades.
- Monitor lesson plans, classroom practices, assessments, notebooks, and academic records.
- Conduct classroom observations and provide constructive feedback and academic support to teachers.
- Coordinate assessments, examinations, evaluations, and timely submission of results.
- Monitor student academic progress and coordinate remedial/enrichment support where required.
- Identify teacher training needs and coordinate professional development programmes.
- Analyse academic performance data and recommend areas for improvement.
- Maintain academic documentation, reports, and records.
- Coordinate curriculum-related activities, projects, competitions, and academic events.
- Collaborate with the Principal, teachers, counsellors, and other departments for smooth academic functioning.
- Support the School Leadership in implementing academic policies, processes, and improvement initiatives.

Requirements

- Master's degree in Education or a relevant subject preferred;
- B.Ed. is mandatory.
- Minimum 5–7 years of relevant teaching/academic experience, preferably in a reputed CBSE/ICSE school.
- Prior experience in an academic coordination or leadership role will be an advantage.

Why Join Us?

- Collaborative and professional academic environment.
- Opportunities for learning, growth, and professional development.
- Meaningful opportunity to contribute to academic excellence and school improvement.

Apply Now: Email your resume to hr@tsuspune.com

Visit: www.tsuspune.com