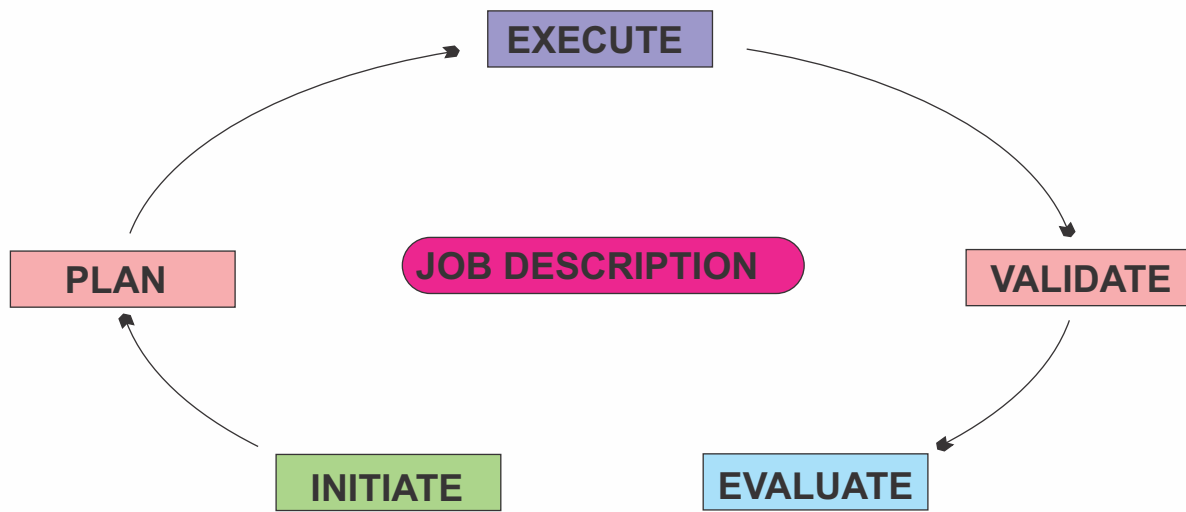


"A Leadership culture is one where everyone thinks like an owner, a CEO or a managing director. It's one where everyone is entrepreneurial and proactive."

- Robin Sharma

The ISA Co – coordinator is a person who has the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of the project activities.



The Co –ordinator must have a combination of skills including an ability to ask penetrating questions, detect unstated assumption, make wise decisions, control risks and minimize uncertainty, as well as resolve conflicts and be able to provide the leadership to the team ensuring that every member of the team knows and executes his / her role, feels empowered and supported in the role and perform the right tasks at the proper time as a cohesive group.

➤ **INITIATE**

- To be responsible for **successfully applying for the ISA.**
- **Create a detailed Action Plan** which identifies and sequences the activities needed to successfully complete the project.
- **Determine the resources** (time, money, equipment etc) required to complete the project.
- **Develop a schedule for the project completion** that effectively allocates the resources to the activities.
- **Review the project schedule** with the team members.
- **Determine the objectives and measures** upon which the project will be evaluated at its completion.

➤ **PLAN**

- **Select the Team members** and **provide** any **training** that the team needs.
- **Communicate clear instructions** to team members with regards to the Action Plan execution.
- To **work in co-ordination** with the teachers to plan activities which could lead to international learning and also co – relate with maximum number of subject areas.
- **Monitor the team members participation** to ensure that they are able to handle the additional responsibility of the ISA project efficiently and work effectively towards achieving the goal.
- To **involve and motivate** maximum number of teachers to be involved with and have deeper understanding of the ISA project and the British Council functioning.
- To **motivate involvement of the parents and stakeholders** in the activities to ensure better and improved rapport between the school community and stakeholders.
- To **expand our horizons and take education into the wider community** beyond the textbooks by organizing community service activities.

➤ **EXECUTE & VALIDATE**

- Ensure the **execution of the project according to the Action Plan.**
- **Develop forms and records to document** the project activities.
- Set up files to ensure that all the **project information is appropriately documented.**
- **Monitor the progress of the project** and make adjustments as necessary to ensure the successful completion of the project
- **Review the quality of the work completed** with the project team on a regular basis to ensure that it meets the required standards of the British Council.
- **Establish a communication schedule** with the staff, parents and all connected with the ISA Project on the progress of the project.
- To **facilitate the conduction of activities** as planned in the Action Plan.

➤ **EVALUATE**

- Ensure that the project planned activities are **completed on time and at the required level of quality.**
- **Evaluate the outcomes of the project** as established during the planning phase.
- To **formulate and communicate the School's Future Plans of international teaching – learning** strategies and involvement in Global Projects to the team members, school community and parents.

Mrs.Elizabeth Ashley (Academic Director)

ISA Co - ordinator

