

Page 1

School:	Private
University:	N/A
Others:	Native or Non-native Speakers
Name of School or University:	MEE FAH Pattaya Diving and Language School
Location:	Pattaya
Working time:	Full-time

Write or Paste Ad:

MEE FAH Pattaya Diving and Language School is looking for a school manager. To join our growing team, please review the list of responsibilities and qualifications.

Location

Central Pattaya, Chonburi, THAILAND

Duties for School Manager

- Establish a high standard of operation and guest (students and parents) service
- Role model and bring to life the MEE FAH's values
- Cooperate and Manage Test centers; TOEFL and IELTS
- Manage non-Thai students' visa application and extensions
- Schedule and manage instructor resources to ensure optimum utilization and effectiveness from both the students and teachers perspectives
- Resolve guest complaints by utilizing guest service guidelines
- Review mutual seasonal goals and performance objectives with each instructor and provide feedback
- Work with other MEE FAH location principals and staff to ensure accountability for the quality of products and services for the students
- Create and implement an operations plan to manage the business to pre-determined margins. The operations plan includes consideration of School revenue opportunities, labor ratios management, expense control and the quality guest experience
- Know and model the school teaching system and guest service guidelines and be prepared to lead class and teach the public if necessary
- Meet and greet guests daily and role model exceptional guest service
- Monitor and maintain quality and appearance of buildings, classroom and school facilities

Responsibilities for school manager

- Manage leadership staff and department academic administrators/principals and develop effective staff members through an ongoing evaluation process and professional development
- Develop requirements and drive executions
- Execute successful product launch and ensure long-terms commercial success
- Be customer focused to the needs of the schools
- Manage non-Thai students' visa application and extensions
- Collaborate with Thai governments; Pattaya Immigration, Chonburi Education Office and others if necessary
- Participate in training initiatives to ensure the operations and other administrators performing operations tasks in the field have the information necessary to set up and maintain the systems necessary for the families and school staff to attend school
- Project manage the specific aspects of systems assigned and be a strong advocate for the schools in that area
- Be detail oriented understanding that in operations details are the heart of the job
- Develop and implement educational policies and programs, ensuring that they are carried out appropriately by all students, parents, and staff.
- Develop and oversee implementation of the Academic and School Improvement Plan
- Ensure conformance of educational programs to state and local school board standards through evaluation, development, and coordination activities, including laws pertaining to special education
- Develop and implement programs to ensure data is being used to drive academic decisions and is effectively analyzed to drive instructional practices across all grade levels and content areas

Qualifications

- Male/Female
- Age 30-45
- Own Thai driving license
- Own a vehicle
- Work Monday-Saturday 08.30-17.30
- Experiences in scuba diving, familiarity in TOEFL ITP and IELTS exams are advantages

Education

- Bachelor's or master's degree in Education, Business, Management, Business/Educational Administration, or Marketing

Desire Experience

- 3 years experience related fields
- A developed customer service skill set
- Ability to work effectively with others to create unified results
- Willing and able to take on additional tasks as needed
- Develop innovative strategies to source and engage prospective school leadership candidates through networking, creative cold calling, online postings, candidate mapping, and agency partnerships
- Students visa for non-Thai students familiarity

Desired skills

- Students' and teachers' relations
- TOEFL, IELTS and TOEIC test familiarity
- Fundamental marketing strategies desired
- Agencies regulations

Pay & Benefits

- Salary depending on qualification and experience (THB 30,000 - 40,000)
- Contract duration: 1-2 year (3 months probationary period)
- Provide documents for Non immigrant B VISA & Work-permit
- Other benefit e.g. housing allowance, Commission, SSO, etc.

To apply:

1. Complete Online Application => <https://forms.office.com/r/x9zJwHRYPPr>
2. Send CV to abhicha@meefah.ac.th

Only shortlisted candidates will be contacted for an online interview.

Contact Person

Dr. Abhicha Monvised
abhicha@meefah.ac.th

Upload logo::	No
File png, jpg, gif:	N/A