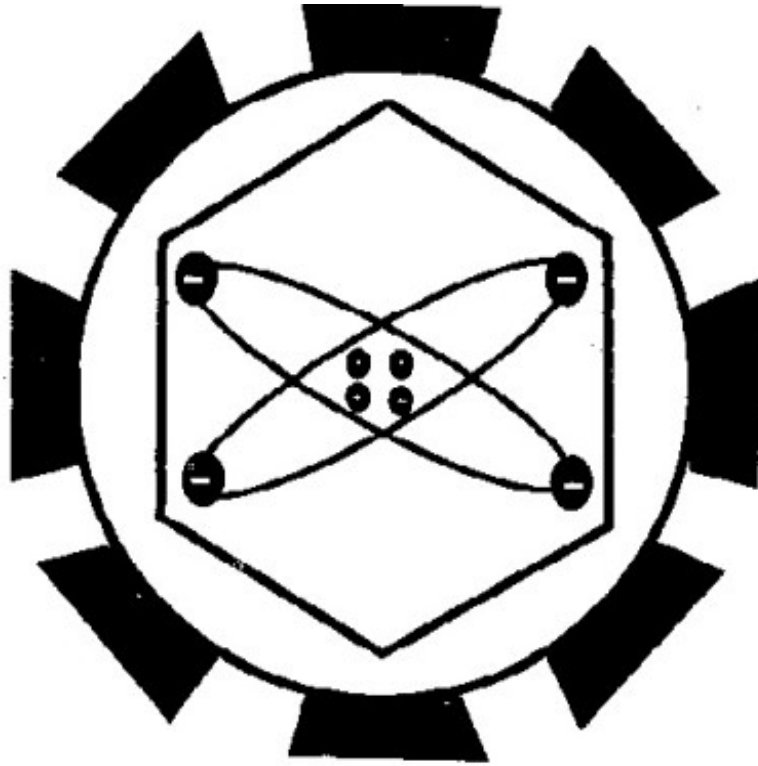


SCIENCE AND TECHNICAL SCHOOLS BOARD, KANO STATE



.....EDUCATE YOUR CHILD IN SCIENCE AND TECHNOLOGY

TEACHERS HAND BOOK 2017

VISION

To be at the forefront in moving Kano State to greater height with all the needed Scientific and Technological Capabilities.

MISSION

To develop sufficient human resource by continuous training of well-focused minded and disciplined students in science, Technical and Vocational Education capable of fitting into professionally based courses in institution of Higher Learning within and outside the country for Socio-economic Development of the State and the country in general.

CORE VALUES

- **Integrity**
- **Commitment**
- **Hard work**
- **Teamwork**

PREFACE

This handbook has been written as a guide to all teaching staff especially the new hands. Experience with new teachers has shown that there is serious need to provide them with some basic information to enable them settle down relatively easy in their new job and abode. It is clear from its contents that this book has sought to provide the new teachers with only salient information to see them through their teaching challenges of what to do and where and how to start. Experience comes with skill and therefore, the old hands would equally find this book useful as either a teacher's companion or a reference book. However, both new and old hands with the Board, even with the aid of this book, cannot avoid getting in touch with their college authorities in matters of routine as it is subject to amendment if need be.

I therefore recommend the book to all teaching staff of the board.

May Allah guide us all, Ameen.

AHMAD TIJJANI ABDULLAHI

(EXECUTIVE SECRETARY)

INTRODUCTION

The Science & Technical Schools Boards was established in March, 1977 as Science Secondary Schools Management Board with the aim of nurturing the much needed qualified high level manpower in Scientific and Technological disciplines for Kano State. The Board started with two Science Secondary Schools at Dawakin-Kudu and Dawakin-Tofa, popularly referred as “The Dawaki Experiment”. This was followed by a law as establishing the board in 1982. Enacted by the then Kano state house of assembly.

As at now, the Board has the following science and technical colleges and vocational training centers as per the table:

SN	COLLEGES	NO OF COLLEGES
1	SCIENCE DAY (BOYS)	2
2	SCIENCE BOARDING (BOYS)	3
3	SCIENCE BOARDING (GIRLS)	2
4	TECHNICAL DAY (BOYS)	27
5	TECHNICAL BOARDING (BOYS)	4
6	SCIENCE & TECHNICAL DAY (GIRLS)	2
7	SCIENCE & TECHNICAL BOARDING (GIRLS)	2
8	VOCATIONAL TRAINING CENTERS (BOYS)	1
9	COMMUNITY SKILLS DEVELOPMENT CENTERS	2
	TOTAL	45

Third year junior secondary school students of Kano state origin who show aptitude for science or technical education are admitted into the colleges through entrance examination. From 1980 to date, a large number (state indigene) of students have graduated from these

institutions. Although majority of them are still seeking for more laurels in their chosen fields of education, quite a good number have already completed their courses at higher institutions of learning as scientists, medical doctors, pharmacists, engineers, architects, surveyors and technicians. These professionals could be found serving in their respective disciplines within and outside the State. Similarly, a large number of the products of the technical and vocational institutions have also been absorbed into the labour market as craftsmen and Artisans.

GENERAL INFORMATION

The followings are the basic information for new teachers into the services of the Science & Technical Schools Board.

1. TYPE OF APPOINTMENTS

There are THREE types of appointments available within the Science & Technical Schools Board.

- (a) **TEMPORARY APPOINTMENTS:** This is neither Contract nor permanent appointment. It is given to teachers whose services are needed before formal interview. The period served does not attract contract addition, gratuity or pension.
- (b) **PERMANENT AND PENSIONABLE APPOINTMENT:** This is an appointment given to only indigenes of Kano State.
- (c) **CONTRACT APPOINTMENT:** This appointment is usually for specific period of time and does not provide for payment of pension, but Contract gratuity on **SATISFACTORY** completion of contract period. In addition, officers on Grade Level 01 to 06, and 07 and above, receive 10% and 15% respectively of their Basic Salary as Contract Addition at the end of every month.

2. RENEWAL OF CONTRACT APPOINTMENT

An officer serving on Contract who wishes to renew his/her appointment shall notify the Board using the prescribed form with recommendation of the Head of Department and Principal not less than **THREE** months before expiration of his/her contract.

3. RESIGNATION PROCEDURES

Any Confirmed/Contract Officer with the Board may resign his/her appointment in writing through the Principal; to the Executive Secretary by either

- (i) giving the Board three (3) month notice for Contract Officers, one month for confirmed officers which must coincide with the end of college term
OR
- (ii) paying the Board a month's salary in lieu of notice with the CONSENT of the Executive Secretary.

4. TERMINATION OF APPOINTMENT

The Board may terminate an officer's appointment by giving such an officer a month notice or a month salary in lieu of notice.

5. PROMOTION

Officer's promotion shall be based on relative merit and general performance of duties which shall be determined by the Board.

Staff joining the Science & Technical Schools Board is promoted to the next salary grade level after successful completion of a three – year term of service for Officers on Grade Level 06 to 12 and four (4) year for Officers on Grade Level 13 and above.

6. PAYMENT OF CONTRACT GRATUITY

Contract gratuity is computed on Officer's Basic salary plus the 15% contract addition as a whole, after satisfactory completion of the contract period.

7. IN SERVICE TRAINING

(a) Study Leave: This is available to only the indigenes of Kano State after serving the Board for a minimum of;

- (i) 2 years for OND/NCE teachers and
- (ii) 3 years for graduate teachers wishing to pursue post graduate courses. However, the course must be relevant to teaching subjects under the Board.

(b) Sandwich Course: This is usually granted to Contract Officers who have served the Board for at least three (3) years and met the conditions laid down to go in for long vacation courses with pay.

8. LEAVE

(a) Casual Leave: The Board may grant 3-7 day's casual leave to its staff who applies for a leave stating reasons. The casual leave may be granted without or with pay only once a year.

(b) Annual Leave: Leave is not a right, but every member of staff under the Board is entitled to a minimum of 30 days annual leave after spending a maximum of six months in the service. This is enjoyed only during college holidays.

(c) Maternity leave: pregnant staff members are entitled to maternity leave for a maximum 12 weeks (six weeks before and six weeks after delivery) subject to approval by the board. Application shall be accompanied with a supporting document from a public hospital.

9. ENTRANCE EXAMINATIONS

Staffs of the various departments and institutions under the Board are responsible for conducting entrance examinations and interviews and marking of scripts, for admission of students into the colleges.

10. COMPLAINTS/PETITIONS

All complaints, petitions and official letters to the Board must be addressed to the Executive Secretary through the Principal/head of department

11. REQUEST FOR TEACHING MATERIALS

All teaching staff are at liberty to submit their request for teaching materials through their respective Heads of Department and Principals to the Board early enough before the beginning of the term for necessary action.

12. COMMUNICATION PROCEDURES

The method of communication between the Board and college authorities, staff and students is through any of the following:

- (i) Official letters
- (ii) Circulars
- (iii) Notices/Notice Boards
- (iv) Staff Meetings
- (v) College Assemblies
- (vi) Seminars/Conferences
- (vii) Any other business is referred to Principal for solution. But where necessary to the Board

13. RELIGIOUS MATTERS

Teachers shall not interfere with the religious beliefs of students or engage them in unnecessary discussing; Religious matters are handled by only teachers teaching Religious knowledge.

THE PRIMARY RESPONSIBILITY OF TEACHERS

Teachers' main responsibility is to strive for excellent performance by their students in their subjects. It is therefore, very important for all teachers to follow the instructions below to the letter.

1. SYLLABUS: Syllabus is an academic document that communicates course information and defines expectations and responsibilities of a teacher of a particular subject. It is usually drawn from the curriculum by specialists. Generally syllabus is to serve as a guide to teacher and what will be expected of him/her in a teaching subject area.
2. SCHEME OF WORK: The scheme of work is designed to guide a teacher on what to do, how to do it and when to do it as per the teaching of his/her teaching subject. It is an extract from the syllabus of each subject divided into segment year by year, for JSS and SS/NTC. The topics earmarks for each year are divided into 3 groups. The three groups are further subdivided into weekly units in accordance with the sequence of the topics, instructional materials to be used as well as other

references. The scheme must be based on the standard of WAEC/NECCO/NABTEB syllabi.

3. **RECORD OF WORKBOOK:** It is the book in which the teacher writes his/her scheme of work for term as well as work done each week. Marks awarded for assignments, tests, practical and examinations are recorded in the continuous assessment section. Heads of Department are contacted for guidance and periodic endorsement.
4. **LESSON PLAN:** Every teacher is expected to write beforehand lesson plans for all lessons taught. This is submitted to Head of Department for endorsement at the end of every two weeks. The note-book for this exercise, scheme of work and other necessary materials are obtained from Head of Department.
5. **MONTHLY TESTS:** Tests are conducted monthly. At least two tests are given each term. They are focused on skills and facts taught in the month of test.
6. **ASSIGNMENTS:** it is expected that scores of class work homework assignment or test must be recorded every week. Teachers are expected to communicate with students in all affairs only in English Language.
7. **CLASS ATTENDANT REGISTER:** class attendant register is one of the essential records in a school system it contained some vital informations of students as well as their daily attendance to classroom. It must be properly maintained and updated by the form masters/mistresses.

8. **SETTING OF TEST AND EXAMINATION QUESTIONS:**

Teachers are to set all internal assessments (test/examinations) using WAEC/NECO/NABTEB format and standards.

9. **SUPERVISION OF TESTS AND EXAMINATIONS**

Examinations conducted in the various colleges under the Board are as follows:

(a) Science and Technical Colleges;

- i. Monthly test
- ii. End of Term Examination

- iii. End of Session: Promotional/qualifying Examinations
- iv. Common entrance examinations
- v. WASSCE/NECO SSCE/NTC Examinations
- vi. Labour Trade Test Certificate Examination (optional)

(b) Vocational Centres

- i. End of Term Examination
- ii. End of session/Promotional Examination
- iii. Labour Trade Test Certificate Examination
- iv. W.A.E.C. Technical (optional)

Teachers in the respective colleges supervise/invigilate to ensure proper conduct of these examinations.

10. OTHER RESPONSIBILITIES

Teachers are indeed part of the routine activities of their respective institutions. As such, they could be appointed to any of the following duty posts:

- (a) Master/Mistress on duty (an ad-hoc duty)
- (b) Form Master/Mistress
- (c) Health Master/Mistress
- (d) House Master/Mistress
- (e) Senior Master/Mistress
- (f) Examination Officer
- (g) Head of Department
- (h) Guidance & Counseling Master/Mistress
- (i) Teacher Librarian
- (j) Games-Master/Mistress

(k) Staff Secretary

(l) Kitchen Master

(m) Patrons of Clubs/Societies

The detailed schedules of duty for the various posts are obtainable from the Principal. Some of these posts may attract allowances. However, a teacher shall bear in mind that he/she can be assigned at any time to serve on any of the committees standing or ad hoc existing in his/her college.

DAILY ROUTINE

This is the official programme of activities carried out daily in boarding institutions. However, some of these routines are only peculiar to male boarding institutions others are for both. Daily routines are strictly adhered to by both students and staff and any change or adjustment is authorized by only the Principal.

The break-down of the routine is as follows:

1. MORNING ACTIVITIES

(a) Waking-up and prayers: At 5.30 a.m. or thereabout students wake-up to say the Subh prayers.

(b) Morning Chores: 6-7 a.m.

Between 6 and 7 am Students perform their chores, cleaning the surroundings. House-masters and master on duty for the day ensure that surroundings are properly cleaned and hostels tidied.

2. ROLL CALL

In boarding institutions, morning roll-call is taken in classroom at 7.15 a.m. by class masters/mistress and in day institutions class roll-call is taken at 7.35 a.m. After roll-call has been taken, students pile quietly to assembly with form masters/mistress bringing up the rear.

3. MORNING ASSEMBLY

Morning assembly is conducted at 7.25 a.m. Mondays – Thursdays in boarding institutions; and at 7.45 a.m. in day institutions. Assembly programme includes; Prayers, the National Anthem, moral guidance, students' talk, impromptu speeches, other presentations, Announcements and National Pledge.

4. LESSONS

(a) On each day from Mondays to Thursday, lessons start at 7.45 a.m. and end at 1.50 p.m. Four lessons of 40 minutes each are taught before break and another four after. There is a 40 minutes break after the first 4 lessons.

(b) On Fridays six lessons of 40 minutes each are taught. lessons start at 7.30 a.m. and end at 12.10 p.m. There is as usual 40 minutes break.

(c) On Saturdays the routine house inspection is observed as from 9.00 a.m.

5. DAILY DUTY

Each day a member of staff is placed on duty for 24 hours. He/She ensures that college routine is carried out effectively. He/She writes the day report in the duty book and submits it to Principal by 7 a.m. the next morning. To avoid confusion, a monthly roster is drawn up showing names and days of duty.

6. MEALS (BREAKFAST, LUNCH AND DINNER)

In boarding institutions students take their meals together in dining hall. Meal times are as follows:

(a) Breakfast: This is taken immediately after the first four lessons at break-time.

(b) Lunch: This is taken after the Zuhr prayers

(c) Supper; this is taken after the Magrib prayers.

Each meal is supervised by master/mistress on duty and prefects for the day. Meals shall not be taken out of the dining hall unless where permission is given by the master on duty on grounds of sickness, fasting or where special meal is served. Each student comes to dining hall with his/her own eating bowl.

7. **PREP**

Prep is done in classrooms and supervised by the master/mistress and the prefects on duty. Students shall only read relevant material (nonfiction) not newspapers, magazines or novels. There shall be absolute silence and so, any unusual movements or noise, shall be noted by the master on duty. In boarding institutions, prep times are as follows:

a. ***Monday – Thursday***

- i. Afternoon prep is done between 4.15 p.m. and 5.15 p.m.
- ii. Evening prep is done from 8.00 p.m. to 9.30 p.m.

b. **Friday**

Only evening prep is done from 8.p.m. to 9.30p.m.

c. **Saturday**

Only afternoon prep is done from 4.15p.m. – 5.15p.m.

Saturday evenings may be spent doing recreational activities or prep from 8.00 p.m.-9.30p.m.

8. **GAMES AND SOCIETIES (5:30 – 6:30 p.m.)**

Hours of games and society meetings are observed immediately after the afternoon prep. All students are to take part in games. The games master/mistress oversees the organization and conduct of games. Other teachers interested in games are encouraged to participate. Games must end by 6.30p.m.

9. **LIGHTS-OUT/BED-CHECK (10:00-10:30p.m.)**

Light are put off in hostels at 10.00 p.m. and bed check conducted by master/mistress and prefects on duty after light-out. After bed-check, no further activity is allowed all students must be on their beds.

10.**SATURDAY INSPECTIONS**

Saturday inspection is conducted from 7.30 a.m.- 10.00 a.m. by a team of teachers. Dormitories/hostels surroundings and student's personal hygiene are inspected. House meetings may be held with house-masters/mistresses in attendance after inspection.

11. PERMISSION TO LEAVE COLLEGE

Students wishing to travel may be granted permission on the recommendation of health-master, house-master, form-mater and Head of Department, by Vice-Principal or Principal. Students are not expected to leave college compound except on outing days. The approved outing days are Friday after Lunch and Sunday after breakfast.

12. EVENING ROLL CALL (FRIDAYS AND SUNDAYS)

Evening roll-call is taken on Fridays and Sundays at 5.30p.m. It is supervised by master and prefects on duty, Senior Master, Vice-Principal and any other Teacher.

METHODS OF DEALING WITH STUDENT INDISCIPLINE

Teachers are normally encouraged to handle their own student's disciplinary matters, especially, when they occur in class/hostel. It is only serious problems which inhibit the teacher from effectively carrying out his duty that shall be referred to the principal.

In any case, before administering any form of punishment to any student for any wrongful act, teachers would have considered properly the following:

- (a) The nature of the offence committed;
- (b) What prompted such wrongful act;
- (c) Ways and means of preventing future committing of same or similar offence;
- (d) The type of punishment which would reasonably correct the offender and preclude others from committing same or similar offence; It should be commensurate with the offence committed.
- (e)

1. COMMON OFFENCES

- (a) Waking-up late
- (b) Lateness or refusal to sweep assigned portion, classroom, dormitory, etc.
- (c) Late coming to college, prep or other college activities.
- (d) Improper dress for college.
- (e) Loitering around hostel during classes, games or prep.
- (f) Noise making in class or prep.
- (g) Refusing to do class assignments.
- (h) Making inscriptions, marks or writing on walls of college buildings, blackboards, tables etc.
- (i) Littering the hostel, classroom or college/compound with things like groundnut shells or banana peels, pieces of papers etc.
- (j) Passing through windows
- (k) Late coming for meals
- (l) Entering the dining hall without plate, cup and cutlery.
- (m) Depriving others of their helpings. Taking more than one's share.
- (n) Going to staff quarters unauthorized.
- (o) Absence or noise making after lights-out.
- (p) Defecation in open places.
- (q) Possession/use of cell phones and other electronic devices.
- (r) Bringing raw food items.

2. SERIOUS OFFENCES

- (a) General insubordination to teachers and senior students.
- (b) Pilfering, or stealing.

- (c) Quarreling, bullying or fighting
- (d) Gambling
- (e) Smoking and drinking alcohol
- (f) Homosexuality and raping
- (g) Breaking bounds
- (h) Cooking in hostel
- (i) Planning to riot, rioting and holding of illegal meetings.
- (j) Destruction of college properties for whatever reason.
- (k) Tampering with plumbing and electrical fittings.

3. **DISCIPLINARY MEASURES**

Please, note that corporal punishment is an exclusive responsibility of principal, and therefore, no teacher is expected to inflict such a punishment on any student. For any of the offences mentioned above, any one of the following punishments may be meted out to a culprit at the teacher's discretion

- (a) Verbal warning
- (b) Writing of lines
- (c) Detention or gating
- (d) Fatigue e.g. cutting grass, cleaning culverts, sweeping classroom, washing toilets, etc.
- (e) Asking students to go home to fetch his/her Parents for report to be made to them concerning his/her character at College.
- (f) Kneeling down or standing still for a number of minutes
- (g) Suspension (only Principal)
- (h) Dismissal (only Board)

In administering punishment to a student or a group of students, teachers should be fair. All Punishments must not only be commensurate with the offences committed, but also be administered immediately. They must serve as a deterrent to others, as well as improve the physical standard of the college environment. Punishments should not injure, or paralyze the offender, but just fatigue him/her. It must be emphasized here that all serious offences must be referred to the Principal for action.

EXPECTATIONS OF THE BOARD FROM THE TEACHERS

- (a) **Providing Quality Teaching:** Teachers are expected to provide high quality teaching service, by putting into practice the knowledge and subject mastery they acquired during their course of studies as professional in their own fields. They are also expected to use the best and up-to-date skills and methodology to be able to maintain the high standard, culture as well as the mission and vision of the Board.
- (b) **Exemplary Habits:** Teachers are expected to show good example in the way they dress, in their manners and in speech.
- (c) **Respect for College Authorities:** Teachers shall recognize and respect the constituted College Authority and accept responsibilities delegated to them.
- (d) **Confidential Matters:** Confidential College matters should on no account be revealed to any unauthorized person. These include, examination results, deliberations at Staff Meetings, etc.
- (e) **Co-Curricular Activities:** The board expects high performance from the teachers in preparing students for co-curricular activities that will covers their Colleges with glory. As such, every teacher must be involved in at least one co-curricular activity as head or patron to direct its progress and monitor the movements and behavior of students under his or her patron ship.
- (f) **Teacher/Community Relationship:** All teachers must strive to cultivate a real sense of maturity, behaviour and cordial relationship with their immediate communities.

SCHEDULE OF DUTIES OF COLLEGE KEY OFFICERS

PRINCIPAL/SCHOOL DIRECTOR

1. Responsible for supervision of the academic Excellence and co-curricular activities in the college.
2. Responsible for the discipline and welfare of students
3. Responsible for the discipline and welfare of staff
4. Supervision of infra-structure and teaching equipment
5. Supervision of the college finances
6. Maintenance of reliable college records and correspondences
7. Establishment of good relationship between the college and community
8. Supervision of all administrative and academic affairs of the college
9. Discipline of senior staff (teaching) and general college community
10. Conduct physical verification of college property and stock at least once a term.
11. Responsible for the follow-up of all outstanding cases concerning staff/students sent to the Board e.g. Re-engagement, promotion, payment of claims, disciplinary case, leave application/bonus, materials etc.
12. Ensuring delegation of responsibilities to staff e.g. house master, form master/mistress, student food officer etc
13. Supervision of schedule of duties of other officers
14. Supervision of classes during lessons, advice /Discuss with teachers accordingly
15. Counter checking and signing of staff/student attendance register
16. To organize monthly meeting with Head of departments, staff, form masters/mistress, House master/mistress prefects, etc
17. To check the termly examination question papers and make observations/recommendations
18. To keep an up to date statistical data of the college.
19. To respond within reasonable period of time any correspondence to the Board and other agencies.

20. To contact the Executive Secretary on all emergency cases (in person) for possible solution,
21. To lead a team for weekly inspection to all the houses
22. To conduct assemblies.
23. To go round the student dormitories from time to time
24. To go through duty report Book of staff daily at 7.30 am and make observations/recommendation to appropriate officers for implementation
25. To go through duty report Book of students daily at 7.30 am and make observations/recommendations to appropriate officer for implementation
26. Be responsible for the proper maintenance of accounts of the college,
27. Be responsible for proper documentations and utilization guided by due process of the Educational Support Charges (ESC).
28. Supervise, guide and control the work of the teaching and non-teaching staff of the college.
29. Plan the year's academic work in advance in consultation with his colleagues
30. Holding staff meetings at least once a month, review the work done during the month and assess the progress of the college.
31. Send regularly the progress reports of the college to the secretariat every month using structured template.
32. Report immediately any matter that requires urgent attention to the appropriate officer at head quarter
33. provide leadership, direction and co-ordination within the college.
34. develop and maintain effective educational programs within the college
35. promote the improvement of teaching and learning with the college.
36. to over see the general operation of the college facility.
37. to Keep informed of current practices and techniques relating to college programs, teaching and administration by attending meetings and professional development conferences.
38. to Suggest appropriate changes in and ensure adherence to approved policies, practices and procedures within his area of responsibility.

39. Be responsible for the proper maintenance of accounts of the college,
40. Prepare the COLLEGE WORK PLAN and submit copy to the secretariat at least two weeks before the commencement of the session.
41. Be responsible for proper documentations and utilization guided by due process of the Educational Support Charges (ESC).
42. Supervise, guide and control the work of the teaching and non-teaching staff of the college.
43. Plan the year's academic work in advance in consultation with his colleagues
44. hold staff meetings at least once a month, review the work done during the month and assess the progress of the college.
45. Send regularly the progress reports of the college to the secretariat every month using structured template.
46. Report immediately any matter that requires urgent attention to the appropriate officer at head quarters.
47. Any other duty that may be assigned *by* the Executive Secretary

VICE PRINCIPAL (ADMIN)

1. He/she should act as the principal of the college when the principal is absent
2. He/she is to assist and give advice to the principal on all administrative issues.
3. Responsible for students' discipline, in charge of student's moral and religious guidance and must see that the students participate and observe the religious rites of their parent wish
4. To act as liaison between the college and the student's home
5. He/she should discuss with parents about their children progress, welfare and problem
6. To assist the principal to collect student's Educational Support Charges (ESC) and ensure that the money is lodged in the college account
7. He/she should be in charge of the college store and counter signing for store requisition
8. To supervise the auxiliary staff and responsible for their welfare, and discipline.
9. To help in organizing co-curricular activities such as social functions, games/sports and activities of professional nature.

10. He/she is to serve as the secretary to the college Advisory Board, Chairman/Chairperson of food committee, and responsible for staff accommodation
11. To inspect attendance registers weekly and report any discrepancies to the principal
12. To ensure that records for continuous assessments' area adequately kept, and should liaise with the H.O.Ds from master/mistress, house masters/mistresses and have regular meeting with them
13. Compile statistical data for staff, students, equipment and keep personal record file of students
14. Issue exit to students subject to the approval of the principal
15. Working closely with the principal on a daily basis to ensure the smooth overall operation of the college.
16. Teaching classes, developing rapport with the students, handling discipline issues and filling in for the principal when required.
17. Resolving conflicts between students, teachers, parents or combinations of conflicts between various individuals.
18. Assisting in yearly teacher evaluations, assisting in providing guidance to staff and students, and encouraging positive climate in the college.
19. Directing assemblies and other special gatherings of students or events throughout the year.
20. Record keeping as required through the use of various logs, tracking records, computer programs, inter or intranet software or other programs.
21. Be in charge of admission exercise in the college,
22. Distribution of necessary facilities to the teachers in the discharge of their duties.
23. Conduct of college examination in accordance with the instructions issued by the *Board* from time to time;
24. Discharge his duties in consultation with his principal.
25. Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
26. Develop and organize the library resources and reading facilities in the college and ensure that the students and teachers have access to and use of books and journals of established value and usefulness.
27. Make satisfactory arrangements for the supply of food by the contractors

28.To carry out any other duty that may be assigned by the principal

VICE PRINCIPAL (ACAD)

1. He/she should act as the principal of the college when the principal and vice principal admin. are absent.
2. He/she is to assist and give advice to the principal on all academic issues.
3. To chair Time – table committee to draw up duty roster and go round to inspect classes. To ensure that students’ written/practical works are marked and recorded.
4. To ensure that records for continuous assessments’ area adequately kept, and should liaise with the H.O.Ds, form master/mistress, house masters/mistresses and have regular meeting with them
5. Compile statistical data for staff, students, equipment’s and keep personal record file of students
6. Record keeping as required through the use of various logs, tracking records, computer programs, inter or intranet software or other programs.
7. Conduct of college examination in accordance with the instructions issued by the *Board* from time to time;
8. Discharge his duties in consultation with his principal.
9. Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
- 10.Develop and organize the library resources and reading facilities in the college and ensure that the students and teachers have access to and use of books and journals of established value and usefulness.
- 11.He/she should discuss with parents about their children academic progress, welfare and problem.

SENIOR MASTER

1. To assist the two vice principals(administration and academic)in all administrative and academic matters.
2. Co-ordinate the registration and placement of new students
3. To chair the prefect screening and monitoring committee
4. To assist in maintaining all school rules and regulations

5. Member collage academic committee
6. To carry out any other duty that may be assigned by the principal or vice principals.

STAFF SECRETARY

The staff secretary will be responsible for performing the following duties:

1. The staff secretary will advise the principal on the welfare of teaching staff. In addition, he will also perform the following duties:-
2. To see that the staff room is kept neat and clean at all times
3. To see that the attendant attached to the staff room discharges his duties in a satisfactory manner.
4. To look after mails, the staff room notice boards and to keep a record of all old notice removed.
5. To see that the furniture, electrical appliances, carpet and curtains are maintained properly.
6. To report cases of all repairs or replacement to the vice principal.
7. To arrange for the collection of staff contribution for all functions.
8. To take minutes of all staff meeting and to keep record of all such meetings.
9. To arrange all staff – student social activities.
10. In consultation with the vice-principal to arrange transport for staff members wishing to go for shopping trips to Kano at the end of month
11. To submit any complain/report to the principal and where necessary to remind him on the implementation of suggestions put forward by members of staff.
12. To report to the principal any misunderstanding that happens between members of staff in order to maintain a harmonious working relationship among staff members.
13. To acquaint new members of staff about practices, traditions and routines of the college.
14. Any other duty assigned by the principal or vice-principal.

HEAD OF DEPARTMENT

The Head of the Department will advise the Principal and Vice Principal (Academic) on all academic matters. He/she will also help the Principal in maintaining staff and students discipline.

He/she will bear the entire responsibility for the smooth running of the department he/she heads and

answerable to the Principal for all academic performance of students in his/her subject. To ensure all these he/she will perform the following duties.

- 1, To check the daily attendance and punctuality of all senior and junior staff working in the department.
- 2, To prepare scheme of work from syllabus for members of teaching staff.
- 3, To supervise the work of both senior and junior staff working in the department.
4. To draw a time-table for the effective use of laboratories/Workshops by all subject teachers.
5. To recommend teaching loads to subject teachers according to their capabilities and experience. In addition to help the vice principal (Academic) in preparation of the college Time-Table
6. To prepare laboratories/Workshops for all internal and external examinations (terminal, sessional, WASCE, SSCE and NTC) and to see that all equipment are obtained well before the examination date
7. To organize teams for all Exhibitions and competitions.
8. To arrange Educational trips for students.
9. To inform subject teachers of all seminars, meetings and development at STSB
10. To organize the department for any form of inspection by State or Federal Inspectors,
11. To organize periodic Departmental meetings at least twice per term and submit a report of all such meetings to the principal in writing
12. To keep the Principal informed of the performance of all subject teachers from time
To time
13. To maintain proper Inventories of all items or furniture in his/her Department.
14. To maintain a record of all equipment and teaching materials under his/her jurisdiction.
15. To prepare departmental requirements and advice the principal on the purchase of all equipment and teaching materials
16. To make sure assignments are set, marked and recorded. He/she should sign the record

of work books of the teachers under his/her department

16. To collect records of co-curricular activities for teacher's learning
17. To make alternative arrangements for the classes of teachers that are on official leave or ill-health
18. To advise the officer in charge of Library on the purchase of books and periodicals
19. To see that the department is kept neat, clean and all safety precaution are undertaken at all times
20. He should send the record of workbooks of his department after checking them to the Principal at the end of every month for countersigning.
21. He will guide the new members of staff posted to the department about the normal routines codes of professional behaviour, of the college.
22. He should accept any other duty that may be assigned by the Principal, Vice Principal Admin, Vice Principal (Academic) or the Senior Master

EXAMINATIONS OFFICER

1. To assist the principal in academic activities of the college
2. To be in charge of all academic records of the college
3. To prepare and maintain the college general timetable
4. To supervise the college examination committee
5. To check the records of workbooks, lesson plans/notes and forward same to the principal for final endorsement
6. To check daily lesson attendance by teachers
7. To be in charge of students report sheets
8. To assist the principal in all academic activities of the college
9. To chair the college examination committee
10. To serve as the secretary to the college examination committee
11. To serve as custodian of all examination records
12. To serve as chairman kitchen committee

13. To serve custodian of all examination records
14. To assist the vice principal academic in all academic activities
15. To be responsible for the smooth running of kitchen
16. To supervise all kitchen staff
17. He/She should accept any other duty that may be assigned by the Principal, Vice Principal Admin, Vice Principal (Academic) or the Senior Master

GUIDANCE AND COUNCELLING MASTER

Guidance and counseling master expected to serve as Personal tutor to all students on matters concerning careers.

1. Assisting students in their choice of subjects/subject combination.
2. Assisting students in their choice of career.
3. To arrange educational visit and lecture for students e.g. visits to institutions of higher learning, industries, etc. Also to attend and invite (where possible) notable scholars to give lecture to students'
4. Make available information in connection with opportunities existing for further studies
5. Display relevant visual aids and films.
6. Organize induction course for new students' by the continuous assessment committee.
7. To monitor the Academic progress of students or setbacks and give proper guidance to those affected
8. To recommend cases of students needing referral to professional/clinical hospital for therapy.
9. To invite parents for discussion on students problems having to do with parental attachment.
10. Any other duty assigned to him by the principal or vice-principal.

KITCHEN MASTER

- The food officer will be exclusively responsible for the quality and quantity of the food served to the students. In this regard, he will perform the following duties:-

- Shall receive all food items from the contractor in good condition at the specified prices and quantities.
- Shall accept only those items he feels are good and to reject those he feels are not up to the required standard. In carrying out this exercise he shall also involve full participation of the kitchen prefects.
- Shall see that the food cooked is of high standard and sufficient.
- Shall ensure that no food item is taken out of the kitchen/dining hall and given to unauthorized people.
- Shall look into and find causes of all food shortages and to draw plans to avoid reoccurrences.
- Shall ensure that all cooking utensils, eating bowls, dining hall and kitchen are properly cleaned by the kitchen staff. Dining tables and benches are arranged in an orderly manner in the hall.
- Shall check the attendance and cleanness of staff working under him and to bring to the notice of the principal all cases of indiscipline and slackness’.
- Shall keep in constant touch with students to know all problems/complains and suggestions for his necessary action
- Shall see that the area around the kitchen is neat and clean at all times, and free from dirt, stagnant water and any other filthy object.
- Shall advise the principal concerning all repairs and new purchases.
- Shall ensure that fire safety equipment is installed near the kitchen and that the staff working in the kitchen is well aware of its uses.
- Shall see that adequate food is kept aside for students taking examinations or engaged in other official pursuits.
- Shall report to the principal any problem that needs his attention with immediate effect and may recommend for solution.
- In case of shortage, menu changes or any outstanding problem students should be informed in good time in order to avoid accompanying problems.
- Any other duty assigned by the principal or vice principal.

HOUSE MASTER/MISTRESS

The house master/mistress will be the overall in charge of all students in his/her hostel.

He/she will guide and help the principal in maintaining law and order in the college. In this respect, he/she will perform the following duties.

- To look into the welfare of all students in his/her hostel
- To see that all students in his/her hostel observe the college daily routine
- To try to win the confidence of the students and extend maximum guidance and help when needed, in this respect he/she will act as the personal tutor of every student.
- To see that all students obey college rules and regulations and to bring all cases of indiscipline to the notice of the principal and the vice principal
- To see that all students of his/her hostel wear the proper college uniform, student hairs and nails are cleaned
- To organize periodic house meetings and to report all complains and suggestions to the principal
- To receive all new students sent to his/her hostel and acquaint them with college rules and regulations
- To allocate beds and lockers to students
- To assign work to the prefects and guide them in executing such vested powers
- To conduct periodic surprise checks after lights out and report all absentees
- To keep a record of all students who receive punishments, warning or suspension letters
- To comment on the general behavior of all students in his/her hostel at the end of every term
- To see that his/her hostel is clean and tidy at all times
- To improve the surroundings of the hostel by planting flowers and trees
- To organize his/her hostel for the Saturday inspection
- To keep a record of all furniture and equipment issued to the hostel and to see that this is used In the best manner
- To see that no classroom furniture is brought inside the hostel
- To see that no cooking materials, electronic and unauthorized items are brought inside the hostel

- To report all cases of repairs to the maintenance officer
- To carry out any other duty assigned to him/her by the principal, vice principal or the senior master.

MAINTENANCE OFFICER

The maintenance officer will perform the following duties.

- Shall look after the college generators. In consultation with the principal to work out the timings for the supply of electricity to staff houses, classes, laboratories and hostel.
- Shall look into the welfare of the staff working with the generators.
- Shall look after the maintenance and repairs of the college generator
- Shall keep the vice principal informed about fuel requisition least one week to the time.
- Shall carry out all minor repairs in the college and to advise the principal on all major ones.
- Shall advise the principal for the purchase of all necessary materials to carry out repair work.
- Shall look into the problem of water shortage as and when it occurs.
- Shall see that all street lights are always in proper working order.
- Shall keep the college neat and clean and to assign work to the head-laborer for the cleaning of the college compound. All ugly objects should be removed away.
- Shall improve and beautify the college environment by planting or trans-planting or namental plants and trees.
- Shall ensure the security measures of the college and for safe custody of all college properties especially the extinguishers, notice boards and mail boxes, located at strategic places.
- Any other duty assigned by the principal or vice principal.

LIBRARY OFFICER

- Responsible of the library staff in his/her care.
- Advice the principal on the purchase of new books. Recommended by members of staff and students.

- Inform the arrival of new books to all members of staff and students. Head of Departments should be aware of the arrival of books recommended by their departments.
- To see that the library is kept clean. Tidy and well decorated with maps, charts, pictures etc.
- Responsible for making the time-table of library opening hours with the help of other members of staff.
- Visits to other libraries for the purpose of getting new ideas.
- He should keep an up to date records of newspapers and journals/periodical.
- He should encourage:-
 - i. Production of pamphlets by students/teachers.
 - ii. Students' opinions on library books which they read.
 - iii. Book reviews competitions
 - To see that each student has a record of all the books he reads, and comments.
 - Advice the principal on what is required in order to beautify and to make it a comfortable place for learning.

TEACHING STAFF

- Teachers should show good examples in the way they dress, in their manners and speech
- They should recognize and respect the authority of the principal.
- They should be ready to accept any responsibility that may be delegated to them by the principal. Not only should they accept responsibilities, they should give account of their duties to the principal.
- All confidential college matters should be kept secret. This includes college results prior to release and deliberation at meetings.
- It is compulsory for all teachers to report to duty regardless of whether they have lesson or not.
- Teachers ought to be punctual to classes and any other activity so as to show examples to students. One cannot enforce what law one does not practice.
- They should not be absent from college and classes without sufficient reasons and permission of the principal.

- They should keep all college records up to date. These are lesson plan, notes, schemes of work, Duty books etc.
- All teachers should participate in all co-curricular activities
- Other gainful employment which would conflict with college duties should not be undertaken.
- Teachers should uphold respect of one another in the presence of students. They should avoid making derogatory statements or comments about their fellow teachers and principal before students.
- There should be no formation of informal organization which can be detrimental to the progress of the college.
- They should attend all professional conferences they are requested to attend.
- All complaints, official and official letters to the Board must pass through the principal.
- Teacher ought not to exploit students for mental and manual work, for their personal interest and satisfaction
- Corporal punishment should be the prerogative of the principal only. Avoid slapping, wrestling and boxing the students.
- Avoid misappropriation of funds over which the staff has control. Teachers should not take part in bribery, extortion and corruption.
- Teachers should not reveal both internal and external examination questions to any students. They should be fair to all students in marking their examination papers. In addition, teachers should not condone or connive at all examination malpractices.
- They should live within their means.
- They should not allow students into their homes. This is done to avoid suspension.
- Teachers should not be seen drunk or misbehave in any way contrary to public expectations particularly in class or in the general college premises.
- To create, in the dealings with students, proper atmosphere conducive for learning.
- To teach the students, the subjects assigned to him/her, in a competent and conscientious manner.
- To adjust his/her teaching methods and curriculum to the achievements and ability of the students.
- To spend such time in preparation of lessons and corrections of students work as is necessary to give his students the maximum opportunity for learning.

- To keep records of the students' attendance and progress and report same to the principal and parents as required.
- To follow the scheme of work for each grade in each subject assigned to him.
- To keep a continuous daily records of the progress of classes through the scheme of work and indicate any medications to it.
- To faithfully fulfill all reasonable duties assigned to him by the principal. Such assigned may include extra-curricular activities such as prep, sports, clubs, duty officer or any other administrative or supervisory duty necessary for the efficient operation of the college.
- All teachers will be assigned some duties apart from their regular classroom teaching
- To be in attendance at the college or any other place or assignment for all working days, except when sick or given special leave by the board, ministry. No regular leave will be approved while college is in session.
- To attend all educational, professional seminars, or courses as requested by the board, or the principal.
- To aid in the conduct of seminars, conferences and courses as may be requested by the board, or the principal.
- To report to the principal any hazards to the health of the students which he may encounter in the form unsanitary conditions or communicable diseases.
- To receive into the classroom upon request, the principal, inspector or any other officer of the board, ministry, at any time.
- To take responsibility for college property while it is being used by him or his students
- During vacation periods, if not on leave, to accept any reasonable assignment given to him
- To accept transfer or re-assignment to another college if required to do so.
- To submit personal information and proof of qualifications and education or any other data required by the board, ministry on request.
- To carry out any other reasonable duty assigned to him by his superior officer.

DUTY MASTER

The hours of duty will be from 6.00 am for boarding and 7:30 am for day colleges to the same time the following morning. Apart from the DUTIES given below the Duty

Master/Mistress may be called upon by the Principal to undertake other duties during the day. He/she should, therefore, seek for permission from the Principal if he/she find it necessary to leave the college area during his/her hours of duty. After the close of working hours of the college, the Duty Master/Mistress is responsible to the principal for the smooth running of all activities. He/she will be on call, in parson, for 24 hours and may not delegate any duty without the permission of the principal.

The Duty Master/Mistress will perform the following duties:-

- He/she shall visit the dormitories before the students move to the class area (at 6.30 a.m.) and state in his/her report which House in his/her opinion is the cleanest and which is the most untidy.
- He shall report any student to the principal who is too sick to attend classes or visit the dispensary.
- If a student requires hospital treatment after classroom hours the Duty Master/Mistress shall be responsible for making the necessary arrangements for his/her transport and treatment.
- He/she shall inspect all meals during the day, and write report.
- He/she shall be responsible for all the college routines of the day.
- He/she will make sure that games or other functions such as visiting are conducted smoothly.
- Organization and conduct of any college activity which involves the whole college and which takes place in the classroom area. (lecture, inter class competitions, debate, quiz) and any extracurricular activities are conducted smoothly.
- He/she will inspect the dormitories and check that all students are present at 9.45 p.m. and that all lights are out.
- His/her report shall be recorded in the Duty Master's book and place it on the principal's desk before 7.20 a.m. the following morning (except on Sunday).
- The duty report shall cover the following headings :-
 - a) Day
 - b) Date
 - c) Name of Duty Master
 - d) Names of Duty Prefects

- e) Name of Duty Matron (for Girls colleges)
- f) Making up and compound cleaning
- g) Assembly if any
- h) Meals (breakfast, lunch and dinner)
- i) Preps (afternoon and evening)
- j) Games and sports
- k) Evening roll call
- l) Bed check
- m) sick report
- n) Observation/Recommendation
- o) Suggestion
- p) Signature

11) He shall supervise students on fatigue and those GATED will not be allowed out during outings.

12, The Duty Master will have a special routine on Friday. After the close of morning session, Muslim boys will attend the mosque and all boys are allowed to visit the Town. On Sunday also, all boys are allowed to visit the Town for barbing and other necessary needs. Evening roll-call will be conducted at 6.00 p.m. to confirm all students are in the college.

13. The Duty report-book should be on the Principal's desk before 7.20 a.m.