OMONDI VICTOR OUMA

253 – 20116, GILGIL

**Mobile:** 0721374136 /0732098785 **E-mail:** omondivictorr@gmail.com

Personal Profile

A professionally trained teacher with eight years of experience in teaching of which three are in administration as Head of the examinations department. I have vast experience in policy regulations and implementations, with the knowledge of establishing systems and procedures in education set-up and the ability to monitor and ensure compliance with the same

Achievements

* Reduced the rate of internal examination cheating cases through the introduction of policies and regulations
* improved the quality of the examination setting through the introduction of the head of subject approval, head of department approval and head of examination approval before mass production
* As a teacher of geography and head of the subject, the Kenya national examinations mean score improved from 3.52 in 2020 to 6.82 in 2021

Education

**2010 – 2014** Bachelor’s Degree in Education Arts Maseno University

**Grade achieved: Second Class Lower Division**

**2005 – 2009** Kenya certifcate of secondary education St. Uriri High school

**Grade achieved: C+ (Plus)**

**1993– 2004** Kenya certifcate of Primary education Agai Primary

**Grade achieved: 327 Marks out of 500**

**Work Experience**

**2015 – To Date** Teacher **Teachers Service Commission**

Head of Examinations Departnent

**Main duties performed as an Head of Department/ Examinations Administrator**

* Managing a team of other Eight subject Heads of departments
* Creating database for all examinations documents and exams results
* Developing regulations, standards and quidlines for qualaity and transparent assessment of leaners
* Implementing policy on matters relating to quality of assessement of teaching
* Drafting and implementing examination procedures policies
* Oversee the development and implementation of Examination
* Supervising administration of examinations
* Coordinate the production of draft/final examination papers and ensure that examination papers and documentation are securely stored as per school requirements
* Coordinate Marking and Grading of Examinations
* Liaise with Principal and depeuty principal on the approval process and procedures for examination marks and grades
* Dealing with post results enquiries, processing and communicating this to departments and parents
* In Liaison with the Principal and Depeuty Principal in organizing for examination calendar
* Managing examination results, including posting the same on student portal
* Ensure safety of the examination materials
* Analyze student evaluations

**Main duties performed as a teacher of geography and History**

* Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
* Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
* Instruct and monitor students in the use of learning materials and equipment.
* Use relevant technology to support and differentiate instruction.
* Manage student behavior in the classroom by establishing and enforcing rules and procedures.
* Maintain discipline in accordance with the rules and disciplinary systems of the school.
* Provide appropriate feedback on work.
* Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
* Maintain accurate and complete records of students' progress and development.
* Update all necessary records accurately and completely as required by laws, district policies and school regulations.
* Prepare required reports on students and activities.
* Participate in department, school, district and parent meetings.
* Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
* Establish and communicate clear objectives for all learning activities
* Prepare classroom for class activities.
* Provide a variety of learning materials and resources for use in educational activities.
* Observe and evaluate student's performance and development.
* Assign and grade class work, homework, tests and assignments
* Other duties as assigned.

**Skills**

* **Time management** - Ability to have adequate time to complete tasks to the desired quality standards and confirm they comply with specifications.
* **Problem solving skills** - ability to find solutions to challenging tasks and to meet the required quality standards.
* **Ability to work as part of a team** - Deep understanding of other workmates duties in my department and appreciate how they impact my duties as a leader, always willing to delegate duties when over loaded
* **Written and verbal communication skills** - Ability to clearly explain concepts to others. Ability to keenly listen to what my colleagues need from me. Ability to write quality assurance reports chart progress
* **High degree of integrity** - I am a trustworthy and reliable person, I encourage openness and honest communication above all I take responsible for your actions
* **Good organisational and planning skills** - I can use available resources efficiently and effectively. I am also able to manage time well and complete tasks successfully
* **Ability to work under pressure** - I can deal with constraints which are often outside my control above all I am a critical thinker who can use resources well

**Hobbies and Interests**

* Writing
* Blogging
* Podcasting
* Travelling
* Reading
* Listening to music

Referees

**Mr. Jeremiah Gathara**

School Principal / Teachers Service Commission

235 – 20116, Gilgil

**Tel:** 0726281693

**Email:** woodardlangalanga@yahoo.com

**Mr. Fredrick Abayo**

Senior Manager / Kengen

**Address:** 875- 40100, Kisumu

**Tel:** 0717285299

**Email:** fabayo@kengen.co.ke