**LOOKMAN**

**Lookman.364292@2freemail.com**

**Career Objective**

**“To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.”**

**Experience**

**Vice Principal (Academics) Senior School**

**Chrisland College, Idimu, Lagos.**

September, 2015 - *(Till Date)* - (NG)

Leading tasks of reviewing assessments to ensure sufficient availability of technological tools

Supervising teachers in lesson planning and class room activities

Implementing and developing systems for tracking teachers and students attendance for

Supervising 10 support personnel, 80 teachers and more than 700 students

Structuring tasks of appraising teachers' performance and formulating personal policies for students

Conducting post and pre conferences with teaching staff to review evaluations and observations

**Vice Principal**

**Chrisland High School, Lagos**

September, 2012 - August, 2015 - (NG)

Introduced peer observation platform for teachers to enhance classroom management

Supervised and assessed staff

Designed tasks of monitoring academic performance of students and provided guidelines to individual

Students

Resolved 60% of conflicts between teachers, parents, students or between individuals

Increased admission of students by 40% and improved student academic performance by 60%.

**Registrar/Supervisor**

**Chrisland College, Lagos.**

September 2003 - August, 2012 - (NG)

Scheduled and conducted 25% schedules for each student.

Facilitated training and support to teaching and non- teaching staff.

Monitored and supervised academic performance of students provided 25 guidelines for students to

Follow and also liaised with parents accordingly.

Supervised and managed fifty teaching staff in order to achieve excellent result.

Registered 350 students for National and International examinations.

**Vice Principal**

**Legacy High School, Lagos.**

November, 1997 - August, 2003 - (NG)

Supervised Technology Development which improved by 51%.

Planned and implemented disciplinary program and reduced behavior related incidents by 43%.

Prepared Attendance Policy that reduced daily absenteeism by 58%.

Evaluated 68 staff member job performance and steered staff professional development programs.

Introduced three school wide incentive programs to reward students for positive behavior

**Education**

**Certificate of Achievement Management for a Competitive Edge**

**ICMS SYDNEY (OPEN TO STUDY)-AU**

**Certificate in Anger Management Counseling.**

**OPLEX CAREERS. (CPD Certification Service.)**

**Basic Time Management**

**PUSHCV ACADEMY - (NG)**

**Master Certificate in Business Management**

**MasterClassManagement.com - (US)**

**Certificate In Mind Thinking**

**University Of Michigan, U.S.A - (IE)**

**Diploma in Human Resources.**

**ALISON (Advance Learning Interactive System Online) - (IE)**

**Diploma in Workplace Safety And Health**

**ALISON (Advance Learning Interactive System Online) - (IE)**

**Diploma in Customer Services**

**ALISON (Advance Learning Interactive System Online) - (IE)**

**School Leadership in the 21st Century- University of Hull. UK. - (GB)**

**Diploma In Computer Science and Materials Management.**

**YWCA Computer Center, Lagos. - (NG)**

**B.Sc. (Ed) Biology**

**Lagos State University, Ojo. - (NG)**

**Software Proficiency**

**Microsoft power point Microsoft Outlook Microsoft packages Microsoft Office Tools Microsoft Excel**

**Certification**

* School leadership in the 21st Century, University of Hull.UK.
* Instructional leadership by learning, Accra Ghana
* University of Cambridge IGSCE Accreditation
* The DNA of an excellent educator, Dubai, U.A.E.
* E-learning Africa on ICT for development Tanzania
* Teaching with Technology
* Inter -cultural & Global awareness, British Council.
* Learning online with connecting classrooms, British Council.
* Certificate in Education for Global Citizenship, University of Hull. UK.

**References**

*Excellent references available upon request.*