



Old Placidians' Association

OLS

OPA Literacy School

St. Placid's School & College, Patherghata, Chattogram-4000. Bangladesh.

## OLS Policy Guidelines

As per Article XVI of OPA Constitution & Bye Laws.

**Prepared and Proposed by:**

**OPn A. Qaiyum Chwowdhury.**

Past President, OPA (2007-8) &

Resource Person (Adviser) to the OLS Standing Committee.

**Unanimously approved in the OLS Standing Committee Meeting held on Friday, December 29, 2023.**



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## Prelude

OLS Literacy School (OLS) is one of the most pride permanent projects of the Old Placidians' Association (OPA). It was initiated by a group of veteran OPNs in the year 1991 to provide 100% tuition free and time worthy education to the most downtrodden and underprivileged children of the society. With the generous permission of the Brothers of The Holy Cross and St. Placid's School and College (SPSC) authority, all the OLS classes are held in the classrooms of the SPSC, 5 days a week from 2.00 pm to 5.00 pm.

Currently the classes of the OLS are held from the Pre-School Play Group Level to Class V by a panel of 10 dedicated and committed Teachers, having 325 downtrodden under privileged students of the society, with the future plan to extend the classes up to Class X or SSC in due course.

OLS is neither financed by the Government nor by any NGOs. OLS is not financed by any public or private enterprises or any resourceful philanthropic of the society. OLS is a 100% tuition-free institution. It runs purely on the charity, donation and contributions made by the generous OPNs and Non-OPNs.

Since year 2022, OLS is being managed by a 3-Year OPA Constitutional Body, a "9-Member OLS Standing Committee" (SC), co-opted by a Resources Person (Adviser), with the objective to initiate necessary changes and implement much needed reforms to make OLS financially self-reliant, so as to enhance the quality and standard of its education and administration within the stipulated period of time.

OLS SC has meanwhile already compiled and formulated the Job Analysis: Job Description, Job Specification of all the OLS Teachers and Staffs from Pre-School Play Group to Class X, Salary Structure, Salary Scale, Benefit & Incentive Plan, Academic Policy, Teacher & Staff Recruitment Policy, Teachers Code of Conduct, Teachers Performance Appraisal, Students Admission Policy, Students Curriculum & Academic Policy, Teachers and Staffs Exit Policy, Accounts & Audit Policy with a projection of setting up a Computer Lab for the students in due course.

At present OLS is all set to give a head start with their much needed reformed academic and administrative performances provided, adequate fund is available for its sustainable journey.

Once OLS can become financially self-reliant, may start its journey anew along with the enhancement of the classes up to Class-X or SSC with the fresh academic curriculum, competent academic & administrative staffs, improved classroom logistics, better student curricular activities, students health & hygiene services, tripartite: students-teacher-guardian counseling services on regular basis.

In view of joining our hands together in transforming the most under privileged children of our society into future leaders, OLS SC urges upon all the OPNs, Non-OPNs, corporate business houses, Government, Non-Government, NGOs, public & private enterprises, social organizations, philanthropic individuals from home and abroad to kindly come forward with their selfless and generous contributions in cash or kinds, in any, or all of the 2 Categories of "OLS Donors" as donations, sadaqah, contributions, advertisements, subscriptions, etc.



## Old Placidians' Association

St. Placid's School & College, Patherghata, Chattogram.  
Web: [www.opactg.org](http://www.opactg.org), Email : [opactgbd@gmail.com](mailto:opactgbd@gmail.com)

### OPA EXECUTIVE COMMITTEE 2023



Bro. Samuel Sabuj Bala CSC  
Patron



OPn. Engr. Abu Mohd. Rashed Chowdhury  
President



OPn. Md. Wasim Sharif  
Immediate Past President



OPn. Md. Newaz A Khan (Remon)  
Vice President



OPn. Rizvi Rahman  
General Secretary



OPn. Md. Saidul Azam Khan  
Treasurer



OPn. Md. Tanvir Taosib Taskin  
1st Joint Secretary



OPn. Oliver B. Gomes  
2nd Joint Secretary



OPn. Ronald Gomes  
Executive Member



OPn. Rezaul Rahman  
Executive Member



OPn. Md. Hafizur Rahman  
Executive Member



OPn. Zahed Sayeed  
Executive Member



OPn. Anselm L. Martin  
Executive Member



OPn. Abu Syeed Chowdhury  
Executive Member



OPn. Hasan Reaz Chowdhury  
Executive Member



OPn. Syed Merajul Haque (Illikat)  
Executive Member



OPn. Christopher Dias  
Executive Member



OPn. Jiku Chowdhury (Rony)  
Executive Member



## Old Placidians' Association

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Web: [www.opactg.org](http://www.opactg.org), Email : [opactgbd@gmail.com](mailto:opactgbd@gmail.com)

### OPA LITERACY SCHOOL STANDING COMMITTEE



Bro. Samuel Sabuj Bala CSC  
Patron & Ex-officio member



OPn. Engr. Abu Mohd. Rashed Chy  
OPA President & Ex officio member



OPn. Ronald Gomes  
Convener



PP OPn. A. Qaiyum Chowdhury  
Resource Person (Adviser)



OPn. Mohd. Hafizur Rahman  
Secretary



OPn. Mohammad Anis Ullah  
Treasurer



PP OPn. Dr. Sri Prakash Biswas  
Member



PP OPn. Mohammed. Rowshanghir Bacchu  
Member



OPn. Errol Gomes  
Member



OPn. Noel George Gonzalves  
Member



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### OPA LITERACY SCHOOL TEACHERS PANEL



Bro. Saikot Lindur CSC  
HEADMASTER



MRS. HOSNE ARA BEGUM  
Joining Date:14.01.1992  
TEACHER



MRS. NELLY D' SILVA  
Joining Date:14.01.1992  
TEACHER



MRS. PAULINE DIAS  
Joining Date:06.06.1992  
TEACHER



MRS. CHAMPA GOMES  
Joining Date:16.01.1993  
TEACHER



MRS. GITA GOMES  
Joining Date:02.06.1996  
TEACHER



MRS. BABY BASU  
Joining Date:08.08.1999  
TEACHER



MRS. JASINTA GOMES  
Joining Date:10.01.2012  
TEACHER



MRS. ADNA GONSALVES  
Joining Date:01.02.2018  
TEACHER



MRS. MITALI DHAR  
Joining Date: 01.06.2022  
TEACHER

## EXISTING OLS TEACHER'S FEEDBACK

Data Collected On November 30, 2017.

Placed in the OLS Standing Committee Meeting Held On Friday. June 24.2022.

### 1. Category wise what should be the educational/academic qualification of an OLS Teacher?

- Category-I (Class wise): From Nursery to KG: SSC.
- Category-II (Class wise): From Class I to III: SSC/HSC.
- Category-III (Class wise): From Class IV to V: Degree and over.

### 2. Category wise what should be the skills of an OLS Teacher?

- Category-I (Class wise): From Nursery to KG: SSC- Normal Skills + 5 Years Work Experience.
- Category-II (Class wise): From Class I to III: SSC/HSC- Medium Skills + 5 Years Work Experience.
- Category-III (Class wise): From Class IV to V: Degree and over- High Skills + 5 Years Work Experience.

### 3. Category wise what should be the total numbers of classes & sections of OLS?

- Category-I (Class wise): From Nursery to KG: Need 2 Sections Each.
- Category-II (Class wise): From Class I to III: Need 1 Section Each.
- Category-III (Class wise): From Class IV to V: Need 1 Section Each.

### 4. What should be the total numbers of students in a section of an OLS class?

- Optimum numbers of students in a section of a class: 30 students.
- Category wise what should be the curriculum/subjects for the OLS classes?
- Category-I (Class wise): From Nursery to KG: Bangla, English, Maths, Drawing.
- Category-II (Class wise): From Class I to As per the Education Board.
- Category-III (Class wise): From Class IV to V: As per the Education Board.

### 5. Category wise what should be the curriculum/subjects for the OLS classes?

- Category-I (Class wise): From Nursery to KG: Bangla, English, Maths, Drawing.
- Category-II (Class wise): From Class I to As per the Education Board.
- Category-III (Class wise): From Class IV to V: As per the Education Board.

### 6. Category wise what should be the classroom logistics for the OLS classes?

- Category-I (Class wise):
  - From Nursery to KG: i. Needs pictures which may help the students to learn.
  - ii. Needs "A to Z" Games in the form of cards.
- Category-II (Class wise):
  - From Class I to III: Needs some geometric pictures which may help them to remember.
- Category-III (Class wise):
  - From Class IV to V: i. Needs some natural pictures to gain knowledge.
  - ii. Chalks & dusters for all the classes.
  - iii. Needs multimedia projector.

### 7. Category wise what should be the curricular activities for the OLS students?

- Category-I (Class wise):
  - From Nursery to KG: Rhymes, drawings & songs.
- Category-II (Class wise):
  - From Class I to III: Drawing, poems & sports.
- Category-III (Class wise):
  - From Class IV to V: Songs, sports & poems.

### 8. Category wise do you suggest any additional support required for the OLS students? Category-I (Class wise):

- From Nursery to KG: Notebooks, pencils & Tiffin (twice a month).
- Category-II (Class wise):
  - From Class I to III: Notebooks, pencils, pens & Tiffin (twice a month).
- Category-III (Class wise):
  - From Class IV to V: Extra coaching classes, educational tours & picnic.
- Special gifts for neatness & attendance once a month to encourage the students. Uniform for all the students.

### 9. Category wise what should be the monthly honorarium of an OLS teacher? Category-I (Class wise):

- Category-I (Class wise):
  - From Nursery to KG: Tk: 3,500/- PM (Primary Stage).
  - Tk: 7,000/- to Tk: 8,000/- PM (Senior).
- Category-II (Class wise):
  - From Class I to III: Tk: 4,500/- Tk: 4,500/- PM (Primary Stage). Tk: 6,000/- to Tk: 8,000/- PM (Senior).
- Category-III (Class wise):
  - From Class IV to V: Tk: 6,000/- Tk: 7,900/- PM (Primary Stage).
  - Tk:10,000/- PM (Senior).

### 10. Category wise what should be the annual benefits of an OLS teacher?

- i. 2 (Two) Annual Festival Bonuses equal to the monthly salary for all the Teachers.
- ii. Special Benefits for the Teachers completing 25 years of job life for all the Teachers.
- iii. Annual Incentive Gifts for all the Teachers (same as SPSC).
- iv. Annual Picnics for all the Teachers.

**FOCUSED AREAS OF REFORMS**  
**AS PER ARTICLE XVI OF OPA CONSTITUTION & BYE LAWS**

- |   |  |  |  |                            |
|---|--|--|--|----------------------------|
| <b>i. Job Analysis.</b><br>a. Job Specification.<br>b. Job Description. | <b>ii. Salary Structure.</b><br>a. Salary Scales.<br>b. Incentive Plan.<br>c. Bonus/Gratuity, etc. | <b>iii. Recruitment &amp; Exit Policy.</b> | <b>iv. Performance Appraisal.</b>        | <b>v. Academic Policy.</b> |
| <b>vi. Code of Conduct.</b>   | <b>vii. Admission Policy.</b>  | <b>viii. Curricular Activities.</b>        | <b>ix. Health &amp; Hygiene.</b>         | <b>x. Counseling.</b>      |
| <b>xi. Logistics.</b>   | <b>xii. Budget.</b>  | <b>xiii. Sources of Funds.</b>             | <b>xiv. Accounts &amp; Audit Policy.</b> |                            |



Job Analysis,  
Job Description & Job Specification  
of  
Four Categories of OLS Teachers

Job Analysis

The procedure for determining the duties and skill requirements of a job and  
the kind of person who should be hired for it.

<p><b>Job Description:</b></p> <p>A list of job’s duties, responsibilities, reporting relationships, working conditions, and supervisory responsibilities--one product of a job analysis.</p>	<p><b>Job Specification:</b></p> <p>A list of job’s “human requirements”, that is, the requisite education, skills, personality, and so on--another product of a job analysis.</p>
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Categories of OLS Classes & Age Group of Students:

- Category-I:** OLS Nursery and KG School classes are the pre-school education for the students aged 3-5 years.
- Category-II:** OLS Primary/Elementary School education comprises of 5 years (grades 1-5) is the first stage in formal education for the students aged 6-10 years.
- Category-III:** OLS Middle School education comprises of 3 years (grades 6-8) is the middle stage in formal education for the students aged 11-13 years.
- Category-IV:** OLS Secondary School education comprises of 2 years (grades 9-10) is the higher stage in formal education for the students aged 14-16 years.

Overall Job Description of all OLS Teachers:

- i. At the OLS a teacher is expected to be a self-motivated and experienced teacher to join our qualified team of educators.
- ii. A teacher will be responsible for cultivating the students’ interest in education and development.
- iii. A teacher’s overall responsibilities will include grading assignments, evaluating students’ progress, and planning educational activities.
- iv. A teacher should be a competent professional with in-depth knowledge of teaching best practices and legal educational processes.
- v. In addition to having excellent written and verbal communication skills, OLS ideal teacher will also demonstrate outstanding presentation and interpersonal abilities.

Overall Responsibilities of all OLS Teachers:

- i. Developing and issuing educational content including notes, tests, and assignments.
- ii. Supervising classes to ensure all students are learning in a safe and productive environment.
- iii. Organizing supplies and resources for lectures and presentations.
- iv. Delivering personalized instruction to each student by encouraging interactive learning.
- v. Planning and implementing educational activities and events.
- vi. Ensuring your classroom is clean and orderly.
- vii. Preparing and distributing periodic progress reports and semester report cards.
- viii. Attending parent-teacher meetings.
- ix. Evaluating and documenting students’ progress.
- x. Allocating and grading homework, assignments, and tests.

Who does an OLS Teacher report to?

All OLS Teacher shall typically report to the Principal, who will evaluate them on their work performance and ensure they’re following a proper curriculum when teaching students.

Category-I (Class wise):

Job Description of OLS Pre-School Nursery and KG School Teachers (for the students aged 3-5 years):

An OLS Preschool Nursery to KG Teacher or an Early Childhood Educator is responsible for supervising children and guiding their development so they have the foundation to succeed in elementary school.

The OLS Preschool Nursery to KG Teacher’s overall duties include developing age-appropriate lesson plans for about 30 students of 3 to 5 years of age with different abilities, teaching social skills through guided activities and assessing student projects.

A Preschool OLS Teacher or Early Childhood OLS Teacher, is a childcare professional who takes care of and educates students around three to five years old.

Their main duties include teaching children about basic fundamentals, like numbers, color and shapes, helping children build their social skills and keeping the classroom clean and safe for all of the students and Teachers.

**Specific Duties of OLS Pre-School Nursery and KG School Teachers (for the students aged 3-5 years):**

1. Oversee and take care of the students of 3 to 5 years of age with close supervision and full attention on their arrival in the school compound before commencement of the class hours.
2. Oversee and take care of the students with close supervision and full attention with motherly affection during the class hours in the classroom.
3. Oversee and take care of the students with close supervision and full attention in the school compound during recess hours.
4. Oversee and take care in properly handing over of the individual student to their respective guardian with close supervision and full attention after the class hours.
5. Treat and give equal attention to all the students without any biasness or prejudices whatsoever.
6. Shall report to and take necessary instructions from the OLS Headmaster/Principal.
7. Attend all the OLS Teachers Review Meetings.
8. Attend all the OLS Administration-Teacher Review Meetings.
9. Attend all the tripartite OLS Administration-Teacher-Parents Review Meetings.

**Day-to-day duties and responsibilities of OLS Pre-School Nursery and KG School Teachers (for the students aged 3-5 years):**

Teacher helps young children integrate into elementary school by providing them with the fundamental knowledge and skills they need to succeed.

**Typical daily responsibilities of OLS Pre-School Nursery and KG School Teachers (for the students aged 3-5 years):**

Preschool teachers are responsible for the early education of children in their care.

Duties and responsibilities of Preschool Teachers include developing and delivering interactive learning programs designed to engage and educate young children.

**Examples of Preschool Teacher duties and responsibilities include:**

1. Design and follow a complete teaching plan.
2. Using games, music, artwork, films, books, computers, digital equipment and other tools to teach basic educational and social skills.
3. Using play-based learning and hands-on teaching methods.
4. Teaching letter recognition, phonics, numbers and awareness of nature and science.
5. Teach alphabet and numeracy along with personal, social and emotional skills.
6. Organize learning material and resources.
7. Use a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities etc.) to motivate and stimulate children’s abilities.
8. Integrating competencies, goals and objectives into lesson plans.
9. Assess students’ performance and progress to ensure they are mastering the skills on regular basis.
10. Monitor children’s interactions and nurture cooperation and sharing.
11. Provide tools and resources for children to use and explore during learning and play activities
12. Adapt teaching methods and materials to meet the interests and learning styles of children
13. Develop and maintain positive relationships with children and parents
14. Manage classroom activities including lessons, play, breaks and meals
15. Maintain a clean and tidy classroom
16. Help children reach developmental milestones
17. Collaborate with others to implement lesson plans
18. Encourage children to interact with each other to develop social skills
19. Provide appropriate supervision for children at all times
20. Maintain inventory system for classroom materials and supplies
21. Facilitate various activities for children including songs, games and storytelling
22. Adhere to health/safety and sanitation procedures
23. Cooperate with OLS administration staffs.
24. Follow and comply with teaching standards and safety regulations
25. Maintain an open line of communication with parents and provide appropriate information.
26. Maintaining grades for the students and discussing progress and drawbacks with parents as and when needed.
27. Working closely and cooperate with OLS administration, staffs and other teachers.
28. Encouraging creativity by organizing art and craft projects.
29. Conduct two individual parent/teacher conferences per year with each family in assigned class.

**Specification (Knowledge, Skills, and Abilities) of OLS Pre-School Nursery and KG School Teachers (for the students aged 3-5 years):**

- i. Proven working experience as a kindergarten teacher, kindergarten assistant or teacher aide.
- ii. Excellent knowledge of child development and latest education theories and practices.
- iii. Creative and artistic teaching abilities.
- iv. Teaching and organization skills.
- v. Patience, tolerance and flexibility.
- vi. Strong communication skills.
- vii. Keep abreast with the latest trends and best practices.
- viii. B. Sc Degree in Education or equivalent license/certificate.

**Working Conditions/Physical Requirements:**

The working conditions described here are representative of those that must be met by an OLS Preschool Nursery to KG Teacher to successfully perform the essential functions of this job.

While performing the duties of this job, the teacher may be required to:

1. Ability to lift and carry at least 30lbs at the time of an emergency.
2. Physical ability to sit on the floor or low chair and to squat down to be at eye level with children for up to 15 minutes at a time.
3. Ability to stand and walk for up to one hour at a time.
4. Level of physical fitness that allows for keeping pace with the activity level of young children.
5. This position is contingent upon the completion and cleared background check of a fingerprint and life scan assessment.

**Job Types:** Full-time and Part-time.

**OLS Preschool Teacher Salary Expectations:**

The average salary for a OLS Preschool Teachers shall be decided in due course.

When estimating the salary for a Preschool Teacher at the OLS, it is important to consider the average salary for similar positions in other cities and metropolitan areas.

**OLS Preschool Teacher Education and Training Requirements:**

In most cases, OLS Preschool Teacher should have graduated from a four-year college or university with a degree in early childhood education or a related discipline.

Additionally, OLS Preschool Teacher candidates may be required to complete teacher preparation programs, pass national or state examinations and earn appropriate teaching certifications.

Additionally, a good Preschool Teacher candidate may also possess non-degree credentials such as the Preschool Child Development Associate or Child Care Professional credentials.

**OLS Preschool Teacher Experience Requirements:**

OLS Preschool teachers should have prior experience working with children. Experience including work in teacher preparation programs, student teaching assignments and at a daycare facility caring for small children may indicate a good Preschool Teacher candidate.

**Frequently asked questions about Preschool Teachers:**

**What's the difference between a Preschool Teacher and a Daycare Teacher?**

Though they both have job responsibilities that center on educating and teaching younger children, there are a few key differences between Preschool and Daycare Teachers.

Preschool Teachers usually educate students on basic subjects, like numbers, letters, shapes and colors to children around the ages of three or four years old to prepare them for kindergarten.

Daycare Teachers usually take care of children ranging from infants to five-year-olds. Some Daycare Teachers may educate the children with similar subjects as Preschool Teachers, but they usually focus more on providing care to their students, rather than preparing them for kindergarten.

**What makes a good Preschool Teacher?**

Preschool Teachers at the OLS should have effective communication and interpersonal skills to properly listen to the needs of both parents and students and to provide clear verbal reports on the children’s performance. They should also work well with children and possess patience and understanding when taking care of children and addressing their needs.

Creativity is also an important quality for the ideal Preschool Teacher candidate to have, as they must brainstorm unique and engaging ways to teach subjects to students. They should also adapt well to fast-paced environments, since children contain such high energy levels and are constantly moving.

Preschool Teachers may also regularly deal with complex situations and must use their critical thinking and problem-solving skills to quickly come up with logical solutions to issues that may arise.

**Proposed Benefits:**

- i. Dental insurance.
- ii. Employee assistance program.
- iii. Employee discount.
- iv. Health insurance.
- v. Life insurance.
- vi. Paid time off.
- vii. Vision insurance.



### **Job Description of Category-II OLS Teachers (Class wise):**

#### **From Class I to V Primary/Elementary School education teachers (for the students aged 6-10 years):**

Responsible for instructing students in an elementary school by creating lesson plans, administering praise and constructive criticism, instructing students on subjects such as science, literature, and math.

Create a well-rounded, comprehensive instructional program.

#### **Job Description of OLS Class I to V Primary/Elementary School education Teachers (for the students aged 6-10 years):**

1. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
2. Observe and evaluate students' performance, behavior, social development, and physical health.
3. Prepare materials and classrooms for class activities.
4. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
5. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
6. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
7. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
8. Assign and grade class work and homework.
9. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
10. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
11. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
12. Guide and counsel students with adjustment and/or academic problems, or special academic interests.
13. Prepare and implement remedial programs for students requiring extra help.
14. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
15. Provide a variety of materials and resources for children to explore, manipulate and use both in learning activities and in imaginative play.
16. Enforce administration policies and rules governing students.
17. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
18. Meet with other professionals to discuss individual students' needs and progress.
19. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
20. Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
21. Collaborate with other teachers and administrators in the development, evaluation, and revision of elementary school programs.
22. Prepare reports on students and activities as required by administration.
23. Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
24. Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling.
25. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
26. Attend staff meetings, and serve on committees as required.
27. Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.
28. Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
29. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
30. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.

#### **Job Specifications (Knowledge, Skills, and Abilities) of Category-II OLS Teachers (Class wise):**

##### **From Class I to V Primary/Elementary School education teachers (for the students aged 6-10 years):**

- i. OLS seeks a dynamic teacher who inspires students and who works collaboratively and creatively with colleagues in various curricular areas and divisions.
- ii. Incumbents should be passionate about teaching and have a love for the students.
- iii. Bachelor's Degree, a Teaching Certificate or credential or equivalent professional experience which would which would translate to successful classroom teaching. (Advanced degree preferred but not required).
- iv. Strong interpersonal and collaboration skills with the ability to communicate effectively and respectfully with all constituents.
- v. Excellent verbal and written communication skills are required.
- vi. Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment and instructional strategies.
- vii. Promotes the use of multiple methods in solving problems, identifying more efficient strategies and generalizing principles to a broad variety of applications.
- viii. Encourages collaborative teamwork in the classroom, teaching students to communicate effectively and thoughtfully, justify their reasoning and to consider multiple perspectives when solving problems.
- ix. Invests in the life of the OLS by participating in the advisory program, social and emotional learning, review meetings, weekly/monthly/quarterly/half yearly/yearly department meetings and multidisciplinary team meetings, anti-bias training, and any and all aspects that support the student experience.
- x. Demonstrated professional behavior, including discretion, judgment and integrity.
- xi. Effectively interacts with a diverse population of students, guardians and faculty.
- xii. All prospective employees must be able to clear a background check, fingerprinting and health screening.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- a. The position can be physically demanding.
- b. Reasonable office accommodation shall be made.

**Job Description of Category-III OLS Teachers (Class wise):**  
**From Class VI to VIII Middle School education teachers (for the students aged 11-13 years):**

**Job Overview of the Grades VI to VIII Middle School education OLS Teachers:**  
OLS Middle school teachers instruct students, usually in grades six through eight.

They help students build on fundamentals they learned in elementary school to prepare them for harder high school curricula.

They usually are responsible for teaching a few subjects or one specialized subject.

OLS Middle school teachers must assess student abilities and prepare them for standardized tests, good candidates are analytical.

They also must be able to establish and enforce discipline.

OLS Middle school teachers provide a rigorous learning environment for their students, helping them develop as individuals as well as master the subjects they need to succeed.

They will be responsible for developing lesson plans and then implementing those plans in the classroom, giving the incumbent teacher the flexibility to tailor the incumbent’s lessons to both, the teacher and the students’ interests and strengths.

This can extend outside the classroom and also assist with coaching sports and school clubs and extracurricular activities.

More than anything else, middle school OLS teachers must develop their student’s unique talents and foster in them a passion for learning and growing.

**Job Description of OLS Middle School education teachers from Class VI to VIII (for the students aged 11-13 years):**

- 1. Teach students in a classroom setting, managing their work output in the classroom and behavior on a daily basis.
- 2. Develop teaching and learning materials for use in class, including lesson plans, exams and homework, homework and projects, and assignments that make use of all student skills.
- 3. Modify lesson plans and materials as needed to make them suitable for students’ current learning levels.
- 4. Monitor and track student progress and issue grades.
- 5. Maintain relationships with parents and legal guardians of students in order to keep them informed of their child’s progress.
- 6. Work collaboratively with other teachers and administrators, including special ed teachers and teacher’s aides, to provide individualized support for each student on a regular basis.
- 7. Collaborate with other teachers in order to share best practices and provide meaningful feedback regularly.
- 8. Ensure that students meet educational standards and school performance goals for their grade level.

**Job Specification (Knowledge, Skills, and Abilities) of OLS Middle School education teachers from Class VI to VIII (for the students aged 11-13 years):**

**Required:**

- i. Four-year degree and teaching certification in your state
- ii. Completed degree or course of study in a field related to the subject you will be teaching
- iii. Supervised classroom experience

**Preferred:**

- i. Postgraduate degree
- ii. Ability to speak for long periods of time and perform light physical labor including lifting, bending and reaching

**Job Description of Category-IV OLS Teachers (Class wise):**  
**From Class IX to X Secondary School education teachers (for the students aged 14-16 years):**

**Job Overview of 9<sup>th</sup> and 10<sup>th</sup> Grade OLS Teachers:**

- 1. OLS 9<sup>th</sup> and 10<sup>th</sup> grade teachers are high school instructors who typically specialize in one topic and instruct students who are generally between the ages of 14 and 16.
- 2. Teaching positions in a variety of required subjects on the basis of National Curriculum, such as English, mathematics, biology, chemistry, history, foreign languages, and physical education, as well as elective courses including music, the arts, and vocational classes.
- 3. Typical daily duties include leading classes, working with individual students, planning lessons, and grading assignments.
- 4. They are also responsible for forming and enforcing classroom rules.
- 5. In addition to working the standard school hours for the OLS, they typically have preparation and grading responsibilities before or after school, in the evening or on weekends.
- 6. Meet with students and oversee clubs or athletic teams also work around school hours.
- 7. Complement our qualified workforce of educators.
- 8. Preparing and implementing a full educational teaching plan according to the school’s requirements on the basis of National Curriculum.
- 9. It will be fundamental to provide knowledge and instruction to students while also helping them develop their personalities, personal and interpersonal skills.
- 10. Passionate for the job with an ability to reach out to students and create a relationship of mutual trust.
- 11. Know how to organize a class and make learning an easy, meaningful and enjoyable process with the goal is to help cultivate the students’ interest in education and be their dedicated ally in the entire process of learning and development.
- 12. Present lessons in a comprehensive manner and use visual/audio means to facilitate learning.
- 13. Provide individualized instruction to each and every student by promoting interactive learning.
- 14. Create and distribute educational content (notes, summaries, assignments etc.)

- 15. Assess and record students’ progress and provide grades and feedback.
- 16. Maintain a tidy and orderly classroom.
- 17. Collaborate with other teachers, parents and stakeholders and participate in regular meetings.
- 18. Plan and execute educational in-class and outdoor activities and events.
- 19. Observe and understand students’ behavior and psyche and report suspicions of neglect, abuse, etc.
- 20. Develop and enrich professional skills and knowledge by attending seminars, conferences etc.

**Job Specification (Knowledge, Skills, and Abilities) of OLS Secondary School education teachers from Class IX to X (for the students aged 14-16 years):**

**Educational Requirements:**

- i. OLS Secondary School teachers for 9<sup>th</sup> and 10<sup>th</sup> grade have earned Bachelor's Degrees with a major in the subject they teach.
- ii. They must also complete a teacher education program, some of which can be completed concurrently with Bachelor's Degree programs.
- iii. A portion of the teacher-training program is devoted to supervised student teaching in the classroom of a more experienced instructor.
- iv. It is preferred that 9<sup>th</sup> and 10<sup>th</sup> grade OLS teachers also complete their Master's Degree program or attend regular continuing education courses.

**Required Skills:**

**OLS Secondary School teachers must possess the following quality and skills.**

- i. Proven experience as a teacher.
- ii. Ability to motivate students and help shape their futures and careers.
- iii. Ability to plan creative lessons and communicate with teenagers.
- iv. Sensitivity toward a diverse range of students.
- v. Stress management skills.
- vi. Ability to use audio-visual aids for classroom presentations.
- vii. Encourage, guide and motivate students to use audio-visual aids for their in-class assignment presentations.
- viii. Thorough knowledge of teaching best practices and legal educational guidelines partnered with a willingness to follow the school’s policies and procedures.
- ix. Excellent communicability and interpersonal skills.
- x. Well-organized and committed.
- xi. Creative and energetic.
- xii. Strong moral values and discipline.

**HOW TO APPLY ONLINE:**

Candidates for this position should submit an online cover letter, resume, and contact information for a minimum of three references. Please combine all documents into a single PDF and send to (OLS HR Email Address).

**Unsolicited persuasion by any source other than the formal online application shall lead to automatic disqualification of the candidate.**

**NOTE:**

- 1. OLS Job Descriptions and Job Specifications no way state or imply that these are the only duties to be performed by the employee(s) incumbent in these positions.
- 2. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.
- 3. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.
- 4. To perform these jobs successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently.
- 5. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.
- 6. The requirements listed in these documents are the minimum levels of knowledge, skills, or abilities.
- 7. These documents do not create an employment contract, implied or otherwise, other than an “at will” relationship.
- 8. OLS does not discriminate on the basis of race, color, religion, gender, or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs.
- 9. OLS is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from incumbents who reflect such diversity.

**Disclaimer:**

- i. The job descriptions indicate in general terms, the type and level of work performed as well as the typical responsibilities of employees in respective classification.
- ii. The duties described are not to be interpreted as being all-inclusive to any specific employee.
- iii. OLS Management reserves the right to add, modify, change or rescind the work assignments of different positions and, when possible, to make reasonable accommodations so that qualified employees can perform the essential functions of the job.
- iv. Nothing in this position description changes the at-will employment relationship existing between OLS and its employees.

## The Standard OLS Academic Policy for Class One to Ten.

### 1. Curriculum:

- a. The school follows the curriculum provided by the National Curriculum and Textbook Board (NCTB) of Bangladesh.
- b. The curriculum includes subjects such as Bangla, English, Mathematics, General Science, Social Science, and Religion (according to the student's religion).
- c. The curriculum is designed to promote holistic development, critical thinking, creativity, and problem-solving skills among students.

### 2. Class Structure:

- a. The primary school consists of classes one to five, while the higher primary sections include classes six to ten.
- b. Each class has a designated homeroom teacher responsible for the overall well-being and academic progress of the students.
- c. The student-teacher ratio is maintained at an optimal level to ensure individual attention and effective learning.

### 3. Teaching Methods:

- a. The school employs a variety of teaching methods, including lectures, discussions, group activities, projects, and multimedia resources.
- b. Emphasis is given to interactive and participatory teaching techniques that encourage student engagement and active learning skills.
- c. The use of educational technology, such as smart boards, computers, and educational software, is encouraged to enhance learning outcomes.

### 4. Assessment and Evaluation:

- a. Student performance is evaluated through regular assessments, including class tests, quizzes, assignments, attendance, curricular activity and projects.
- b. The school follows a comprehensive and continuous evaluation system to assess both academic and non-academic aspects of student development.
- c. Promotion to the next grade is based on the student's overall performance throughout the academic year.

### 5. Grading System:

- a. The school follows a grading system based on the 100-point scale.
- b. The grades are converted into a letter-grade system (e.g., A+, A, A-, B, etc.) to provide a clear understanding of student performance.
- c. Progress reports are provided to parents or guardians at regular intervals to keep them informed about their child's academic progress.

### 6. Extra-Curricular Activities:

- a. The school recognizes the importance of extra-curricular activities and provides opportunities for students to participate in sports, arts, music, debates, and other co-curricular activities.
- b. Special events, such as annual sports days, cultural programs, and field trips, are organized to foster holistic development and promote teamwork among students.

### 7. Special Education Needs:

- a. The school is committed to providing inclusive education and supports students with special educational needs.
- b. Special education programs and resources are available to cater to the diverse learning needs of students.
- c. Individualized education plans may be developed for students requiring additional support to ensure their academic success.

### 8. Parent-Teacher-Student Tripartite Collaboration:

- a. The school maintains open communication channels among parents or guardians, teachers and students.
- b. Parent-teacher meetings are held regularly to discuss student progress, address concerns, and promote collaboration for the student's overall development.
- c. Parental involvement in school activities and initiatives is encouraged.

### 9. Discipline and Code of Conduct:

- a. The school maintains a safe and disciplined learning environment where respect, integrity, and responsibility are upheld.
- b. Students are expected to adhere to the school's code of conduct, which includes rules regarding attendance, punctuality, uniform, behavior, and academic honesty.
- c. Appropriate measures are taken to address disciplinary issues, including counseling, corrective actions, and involvement of parents when necessary.

### 10. Professional Development:

- a. The school encourages teachers to engage in continuous professional development to enhance their teaching skills and stay updated with educational trends and research.
- b. Workshops, training sessions, and seminars are organized to provide opportunities for professional growth and sharing of best practices among teachers.

**NOTE:** The above Standard OLS Academic Policy provides a general framework. The specific details shall be ascertained in due course as we move on.

## The Standard OLS Curriculum for Class One

The following is the “Standard OLS Curriculum for Class One” aims to provide a well-rounded education covering various subjects and skills:

- Bangla (Language):** Emphasizes developing language skills, including reading, writing, listening, and speaking in Bangla (the national language of Bangladesh).
- English:** Introduces basic English language skills, including the alphabet, phonics, vocabulary, simple sentence formation, and basic conversations.
- Mathematics:** Introduces fundamental mathematical concepts, including numbers, counting, basic operations (addition, subtraction), shapes, measurements (length, weight), and simple problem-solving.
- Bangladesh and Global Studies:** Covers topics related to Bangladesh's geography, culture, history, traditions, national symbols, and introduces basic knowledge of the world and global citizenship.
- General Science:** Introduces young learners to basic scientific concepts, the natural environment, living things, plants, animals, and simple experiments to develop scientific thinking.
- Religion and Moral Education:** Provides education on religious studies (Islam for Muslim students, Hinduism for Hindu students, Christianity for Christian students) and imparts moral values, ethics, and social behavior.
- Physical Education:** Focuses on promoting physical fitness, coordination, basic motor skills, and introduces sports and physical activities suitable for young learners.
- Arts and Crafts:** Encourages creativity and artistic expression through various art forms, such as drawing, coloring, painting, crafts, and other hands-on activities.
- Work and Life-Oriented Education:** Introduces basic life skills, such as personal hygiene, safety measures, environmental awareness, and responsibilities towards family and society.

**NOTE:** It's important to note that this is the specific Standard OLS Curriculum for Class One. The National Curriculum and Textbook Board (NCTB) regularly updates the curriculum, so in due course shall refer to the official curriculum guidelines and textbooks prescribed by the NCTB, as we move on.

## The Standard OLS Teachers Appointment Policy for Classes One to Five

- 1. Qualifications and Eligibility:**
  - i. Academic Qualifications:** Specify the minimum educational qualifications required, such as a bachelor's degree in education or a related field.
  - ii. Teacher Training:** Emphasize the importance of completing a recognized teacher training program or having relevant teaching experience.
  - iii. Certification:** Require candidates to possess valid teaching certifications or licenses recognized by the appropriate authorities.
- 2. Skills and Competencies:**
  - i. Subject Knowledge:** Assess the candidate's proficiency in the subjects they will be teaching, including language, mathematics, science, and social studies.
  - ii. Pedagogical Skills:** Evaluate the candidate's ability to apply effective teaching methods, instructional strategies, and classroom management techniques suitable for primary education.
  - iii. Communication and Interpersonal Skills:** Emphasize the importance of effective communication, empathy, and the ability to foster positive relationships with students, parents, and colleagues.
- 3. Selection Process:**
  - i. Application and Screening:** Define the application process, including the submission of application forms, CVs, educational documents, and any other required materials. Outline the initial screening process to shortlist eligible candidates.
  - ii. Written Test and Interview:** Conduct written tests to assess subject knowledge and teaching aptitude. Follow up with interviews to evaluate candidates' communication skills, teaching philosophy, and problem-solving abilities.
  - iii. Demonstration Lesson:** Request candidates to deliver a demonstration lesson to evaluate their teaching skills, instructional methods, and classroom management.
- 4. Merit and Transparency:**
  - i. Merit-based Selection:** Ensure that the selection process is fair, transparent, and based on merit, considering qualifications, skills, and performance during the assessment stages.
  - ii. Selection Committee:** Establish a committee comprising qualified individuals, such as educational experts, administrators, and experienced teachers, to conduct the selection process.
  - iii. Avoid Nepotism:** Implement policies to prevent favoritism, nepotism, or any form of bias in the selection and appointment process.
- 5. Appointment and Probation:**
  - i. Appointment Criteria:** Define the conditions for appointment, such as signing an employment contract and meeting all necessary administrative requirements.
  - ii. Probation Period:** Specify the duration of the probation period during which the teacher's performance will be assessed and monitored before permanent appointment.
  - iii. Performance Evaluation:** Establish a framework for periodic performance evaluations during the probation period to assess the teacher's effectiveness, professionalism, and adherence to school policies.
- 6. Continuous Professional Development:**
  - i. Professional Growth:** Encourage teachers to engage in continuous professional development activities, such as workshops, seminars, training programs, and conferences to enhance their teaching skills and subject knowledge.
  - ii. In-Service Training:** Provide opportunities for teachers to participate in in-service training programs organized by the school or educational authorities to stay updated with the latest teaching methodologies and pedagogical advancements.

**NOTE:** It's important to note that this is the Standard OLS Teachers Appointment Policy for Classes One to Five. The specific details shall Be ascertained in due course as we move on.



## The Standard OLS Teachers Code of Conduct Policy

OLS Teachers are expected to adhere to a professional code of conduct that guides their behavior and interactions with students, parents, colleagues, and the school community. The following is the Standard OLS Teachers Code of Conduct for Classes 1 to 10:

**1. Professionalism and Integrity:**

- a. Demonstrate professionalism in all interactions with students, parents, and colleagues.
- b. Uphold high ethical standards and maintain integrity in teaching practices.
- c. Treat all students with fairness, respect, and impartiality, regardless of their background, abilities, or personal characteristics.
- d. Maintain confidentiality of student information and refrain from sharing sensitive or personal details without proper authorization.

**2. Commitment to Student Development:**

- a. Create a safe, inclusive, and supportive learning environment that promotes the holistic development of students.
- b. Strive to understand and meet the individual learning needs of students, providing appropriate guidance and support.
- c. Foster positive relationships with students, encouraging their engagement, participation, and academic growth.
- d. Encourage and promote the principles of equality, diversity, and inclusion among students.

**3. Professional Conduct:**

- a. Dress appropriately and maintain personal hygiene, setting a professional example for students.
- b. Adhere to the OLS's policies and guidelines, including attendance, punctuality, and appropriate use of technology.
- c. Avoid engaging in any form of discrimination, harassment, or bullying, whether verbal, physical, or emotional.
- d. Refrain from using offensive language, gestures, or behaviors that may negatively impact students or the school environment.
- e. Avoid conflicts of interest and maintain professional boundaries with students, parents, and colleagues.

**4. Teaching and Learning Responsibilities:**

- a. Plan and deliver effective lessons that align with the curriculum, ensuring clarity, organization, and relevance.
- b. Assess and evaluate student progress fairly and provide constructive feedback for improvement.
- c. Encourage critical thinking, creativity, and independent learning skills among students.
- d. Continuously update knowledge and teaching practices through professional development activities.

**5. Collaboration and Professional Relationships:**

- a. Collaborate with colleagues, sharing resources, knowledge, and best practices to enhance teaching and learning.
- b. Maintain open and respectful communication with parents, keeping them informed about their child's progress and addressing their concerns in a timely manner.
- c. Attend and actively participate in staff meetings, workshops, and professional development sessions.
- d. Resolve conflicts and disagreements in a professional and constructive manner, promoting a harmonious working environment.

**6. Personal Development and Reflection:**

- a. Engage in continuous professional development to enhance teaching skills and keep up-to-date with the latest educational trends.
- b. Reflect on teaching practices, seeking feedback from colleagues, administrators, and students to improve instructional methods.
- c. Strive for personal growth and self-improvement as an educator, demonstrating a commitment to lifelong learning.

**NOTE:** The above Standard OLS Teachers Code of Conduct provides a general framework. The specific details shall be ascertained in due course as we move on.

## The Standard OLS Teacher Appraisal Policy for Classes 1 to 10

### 1. Objective of the Appraisal Policy:

- To assess and improve the teaching quality and performance of teachers.
- To provide constructive feedback to teachers for their professional development.
- To ensure accountability and transparency in the education system.

### 2. Appraisal Process:

- a. Frequency:** The appraisal process should be conducted at least once a year.
- b. Appraisal Committee:** Establish an appraisal committee comprising experienced educators, administrators, and external experts.
- c. Evaluation Criteria:** Define clear evaluation criteria based on the following aspects:
  - i. Teaching methodologies and techniques.
  - ii. Lesson planning and curriculum implementation.
  - iii. Classroom management and discipline.
  - iv. Student engagement and participation.
  - v. Assessment and feedback strategies.
  - vi. Professional development activities.
  - vii. Contribution to the overall school environment.

### 3. Appraisal Methods:

- a. Classroom Observation:** Trained evaluators should conduct classroom observations to assess teachers' instructional practices, classroom environment, and student-teacher interactions.
- b. Self-Assessment:** Teachers should be encouraged to conduct self-assessments, reflecting on their strengths, weaknesses, and areas for improvement.
- c. Student Feedback:** Collect feedback from students to gauge their satisfaction with teaching methods, clarity of explanations, and overall learning experience.
- d. Peer Evaluation:** Encourage teachers to participate in peer evaluation, where they observe and provide feedback to their colleagues.

### 4. Documentation and Reporting:

- a. Appraisal Reports:** Prepare detailed appraisal reports for each teacher, summarizing their strengths, areas for improvement, and recommendations for professional development.
- b. Feedback Sessions:** Organize individual feedback sessions with teachers to discuss their appraisal reports, address concerns, and provide guidance for improvement.
- c. Performance Records:** Maintain a record of teachers' performance and progress over time for future reference and comparison.

### 5. Professional Development:

- a. Training and Workshops:** Provide opportunities for teachers to attend training sessions, workshops, and seminars to enhance their teaching skills and knowledge.
- b. Mentoring and Coaching:** Assign experienced mentors or coaches to support teachers in implementing the feedback and recommendations from the appraisal process.
- c. Continued Learning:** Encourage teachers to pursue professional certifications, higher education degrees, and participate in professional learning communities.

### 6. Recognition and Rewards:

- a. Appreciation:** Acknowledge and appreciate teachers for their outstanding performance and contributions to the school community.
- b. Incentives:** Provide incentives such as financial bonuses, additional resources, or career advancement opportunities to motivate teachers and recognize their efforts.

**NOTE:** This is the Standard OLS Teachers Appraisal Policy. The specific details shall be ascertained in due course as we move on.

## The Standard OLS Teachers & OLS Staffs Exit Policy

The following Standard OLS Teachers Exit Policy outlines the procedures and considerations when an OLS teacher decides to leave their position in the OLS for classes 1 to 10:

### 1. Resignation Process:

- a. **Notification:** The teacher should submit a written resignation letter to the OLS administration, indicating the effective date of resignation and reasons for leaving.
- b. **Notice Period:** Specify the required notice period for teachers to provide before their departure, allowing the school to make necessary arrangements for replacements.
- c. **Handover Responsibilities:** Teachers should be responsible for a smooth transition by completing pending tasks, transferring relevant materials, and briefing their successors on ongoing projects or student-related matters.

### 2. Exit Interview:

- a. Conduct an exit interview with the resigning teacher to gather feedback, understand their reasons for leaving, and address any concerns they may have.
- b. Use the feedback obtained to identify areas for improvement within the OLS's policies, practices, and work environment.

### 3. Clearance and Documentation:

- a. **Return of School Property:** The resigning teacher should return all OLS property, including books, equipment, and teaching materials, as per the OLS's guidelines.
- b. **Settlement of Dues:** The OLS should settle any outstanding financial dues, such as salary, benefits, or reimbursements, based on the employment contract, OLS Policy and applicable laws.
- c. **Transfer of Records:** Ensure that the resigning teacher's records, including academic reports, assessments, and administrative documents, are transferred appropriately to ensure continuity for students and the school.

### 4. Exit Surveys or Feedback:

- a. Conduct anonymous exit surveys or provide an opportunity for teachers to provide feedback on their overall experience working at the institution.
- b. Use the feedback to identify areas of improvement and make necessary changes to enhance the work environment and retain talented teachers.

### 5. Non-Disclosure and Confidentiality:

Reinforce the importance of maintaining confidentiality even after leaving the institution, particularly regarding student records, school policies, or any sensitive information shared during employment.

### 6. References and Recommendations:

- a. Provide a reference letter or recommendation for the resigning teacher, upon their request, highlighting their achievements, skills, and contributions during their tenure.
- b. Ensure that the reference letter aligns with the OLS's policies and follows appropriate guidelines.

**NOTE:** The above Standard OLS Teacher Exit Policy provides a general framework. The specific details shall be ascertained in due course as we move on.

OLS Teacher & OLS Staff Salary Structure and Incentives

Grade-I Scale:  
(Classes: IX to X)

Basic Pay	Annual Increment (10% of Basic Pay)	Efficiency Bar (EB) (Subject to Management Approval)	Annual Increment (Subject to Management Approval)	Maximum Limit
Tk: 3,000/-	Tk: 300/-	Tk: 6,000/-	Tk: 350/-	Tk: 7,750/-
Monthly Salary: Basic Pay:	House Rent (50% of Basic Pay)	Medical Allowance	Conveyance	Total Monthly Salary
Tk: 3,000/-	Tk: 1,500/-	Tk: 500/-	Tk: 300/-	Tk: 5,300/-

Grade-II Scale:  
(Classes: VI to VIII)

Basic Pay	Annual Increment (10% of Basic Pay)	Efficiency Bar (EB) (Subject to Management Approval)	Annual Increment (Subject to Management Approval)	Maximum Limit
Tk: 2,000/-	Tk: 200/-	Tk: 4,000/-	Tk: 210/-	Tk: 5,050/-
Monthly Salary: Basic Pay:	House Rent (50% of Basic Pay)	Medical Allowance	Conveyance	Total Monthly Salary
Tk: 2,000/-	Tk: 1,000/-	Tk: 500/-	Tk: 300/-	Tk: 3,800/-

Grade-III Scale:  
(Classes: I to V)

Basic Pay	Annual Increment (10% of Basic Pay)	Efficiency Bar (EB) (Subject to Management Approval)	Annual Increment (Subject to Management Approval)	Maximum Limit
Tk: 1,500/-	Tk: 150/-	Tk: 3,000/-	Tk: 200/-	Tk: 4,000/-
Monthly Salary: Basic Pay:	House Rent (50% of Basic Pay)	Medical Allowance	Conveyance	Total Monthly Salary
Tk: 1,500/-	Tk: 750/-	Tk: 500/-	Tk: 300/-	Tk: 3,050/-

Special Grade Scale:  
(Classes: Nursery to KG)

Basic Pay	Annual Increment (10% of Basic Pay)	Efficiency Bar (EB) (Subject to Management Approval)	Annual Increment (Subject to Management Approval)	Maximum Limit
Tk: 1,750/-	Tk: 175/-	Tk: 3,500/-	Tk: 225/-	Tk: 4,625/-
Monthly Salary: Basic Pay:	House Rent (50% of Basic Pay)	Medical Allowance	Conveyance	Total Monthly Salary
Tk: 1,750/-	Tk: 875/-	Tk: 500/-	Tk: 300/-	Tk: 3,425/-

Facilities & Incentives:

- i. Bonus:** Permanent employee shall be entitled for the equivalent to one month’s Basic Pay of the previous month of the events. Annually 2 (two) Bonuses shall be entitled by a permanent employee.
- ii. Gratuity:** The incumbent having been served the OLS after being permanent for minimum of 5 years or more at the retiring period, the incumbent shall be entitled for an at-a-time payment equivalent to one month’s Basic Pay of the previous month per year for the rest of incumbent’s years of services as a permanent employee at the OLS.

-Cannot be entitled for the probation period, or cannot qualify if the incumbent has served less than 5 years or terminated on disciplinary ground.
- iii. Provident Fund:** 5 % of the basic salary of each and every individual permanent employee shall be deducted at source and be contributed to the Provident Fund. Matching amount equivalent to the equal percentage of the individual’s basic salary shall also be contributed to the individual incumbent’s Provident Fund by the management.

-At the parting period having been served the OLS for minimum of 5 years or more, the permanent incumbent shall be entitled for an at-a-time payment of the total accumulated amount in the incumbent’s Provident Fund.

-If the permanent incumbent has served OLS for less than 5 years or terminated on disciplinary ground, in both the cases of parting OLS, the incumbent shall be entitled only to the portion of own amount of contributions made to the Provident Fund.

OLS Computer Lab

Setting up of an OLS Computer Lab shall enable our OLS students to adequately equip themselves to enhance their employable communicative skills levels effectively and efficiently to face their global challenges in the future.

SPSC students may also avail the facility during their respective class hours.

“Help OLS; you might be the only one who does”

2 Categories of OLS Donors

OLS Donors may make payments as: Donation, Sadaqah, Sadaqah Jariyah, Contribution, Advertisement, Subscription, etc. in any one or both of the two categories of OLS Donor Accounts mentioned hereunder:

Contributions shall be accepted by Pay Order, A/C Payee Cheque/Transfer, etc. and the payments can be made:

- 1. For one-time payment as “OLS One Time Donor” in:  
“OLS One Time Donor” A/C No: 00334013106.  
Standard Bank Ltd. Khatungonj Branch, Chattogram, Bangladesh.
- 2. For Long Term payments in installments as “OLS Long Term Donor” in:  
“OLS Long Term Donor” A/C No. No: 00334013105.  
Standard Bank Ltd. Khatungonj Branch, Chattogram, Bangladesh.

As token of deep gratitude OLS Certificates shall be accorded to the OLS Donors for their generous contributions in the following classifications.

Category-1: “OLS One Time Cash Donor” from Home & Abroad:

- i. OLS Initial Participatory Donor: Contribution of BDT: 1,000/- or in Foreign Currency Converted into BDT.
- ii. OLS Participatory Donor: Contribution of BDT: 5,000/- or in Foreign Currency Converted into BDT.
- iii. OLS Contributory Donor: Contribution of BDT: 10,000/- or in Foreign Currency Converted into BDT.
- iv. OLS Member Donor: Contribution of BDT: 25,000/- or in Foreign Currency Converted into BDT.
- v. OLS Master Member Donor: Contribution of BDT: 50,000/- or in Foreign Currency Converted into BDT.
- vi. OLS Senior Master Donor: Contribution of BDT: 75,000/- or in Foreign Currency Converted into BDT.
- vii. OLS Fellow (single): Contribution of BDT: 1.00 Lac or in Foreign Currency Converted into BDT.
- viii. OLS Progressive Fellow (double): Contribution of BDT: 2.00 Lac or in Foreign Currency Converted into BDT.
- ix. OLS Progressive Fellow (triple): Contribution of BDT: 3.00 Lac or in Foreign Currency Converted into BDT.
- x. OLS Progressive Fellow (quadruple): Contribution of BDT: 4.00 Lac or in Foreign Currency Converted into BDT.
- xi. OLS Progressive Fellow (quintuple): Contribution of BDT: 5.00 Lac or in Foreign Currency Converted into BDT.
- xii. OLS Lifetime Fellow: Contribution of BDT: 10.00 Lac or in Foreign Currency Converted into BDT.
- xiii. OLS Master Lifetime Fellow: Contribution of BDT: 15.00 Lac or in Foreign Currency Converted into BDT.
- xiv. OLS Lifetime Progressive fellow (single): Contribution of BDT: 20.00 Lac or in Foreign Currency Converted into BDT.
- xv. OLS Lifetime Progressive fellow (double): Contribution of BDT: 25.00 Lac or in Foreign Currency Converted into BDT.
- xvi. OLS Lifetime Progressive Fellow (triple): Contribution of BDT: 30.00 Lac or in Foreign Currency Converted into BDT.
- xvii. OLS Lifetime Progressive Fellow (quadruple): Contribution of BDT: 40.00 Lac or in Foreign Currency Converted into BDT.
- xviii. OLS St. Placid Fellow: Contribution of BDT: 50.00 Lac or in Foreign Currency Converted into BDT.

Category-2: “OLS Long Term Donor” may make payments in installments from home & abroad:

- A. Contributions in cash or kinds, singly or jointly, from home and abroad:  
Contribution in cash in installments: For 2 (two) years and less: OLS Savings A/C.  
For 3 (three) years and more: OLS DPS A/C. etc.
- B. OLS Donors may contribute in kinds or provide support services as OLS Strategic Partners in the following classifications:  
Support services singly or jointly from home and abroad:
  - i. Singer may sing on stage and contribute from the sale proceeds of the tickets of the “Charity Show”.
  - ii. Artist may contribute from the sale proceeds of his/her paintings of the “Painting Exhibition”.
  - iii. Magician may perform on stage and contribute from the sale proceeds of tickets of the “Magic Show”.
  - iv. Band Group may perform on stage and contribute from the sale proceeds of tickets of the “Band Show”.
  - v. Theater Group may perform on stage and contribute from the sale proceeds of tickets from staging of “Drama”.
  - vi. Sporting Club may play charity match and contribute from the sale proceeds of tickets of the “Charity Match”.
- C. Sponsorship of tiffin, rich diet, books, exercise books, stationeries, uniform, school bags, reading materials, electronic materials, digital teaching materials, teaching materials, computers, multimedia projector, screen, sound system, recreational materials, office equipment, logistics, etc.
- D. Sponsorship of fund raising events, annual sports, cultural events, study tour, recreational services, group tour, amusement park tour, sightseeing, picnic, etc.
- E. Service providers: such as, hotels, restaurants, clubs, community centers, resorts, hospitals, clinics, service organizations, social organizations, International service providers, NGOs, pathologies, health check, first aid, medical services, etc. voluntarily by the physicians, medical practitioners, doctors, etc.
- F. Promotional services and media coverages voluntarily by the social, print, online or digital media.

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## OLS Bank Accounts, Fund Management and Audit Policy

i. All the financial operations of the OLS shall be undertaken on 3 principles-**ACT**:

**A-** Accountability.

**C-** Commitment.

**T-**Transparency.

ii. OLS Donors from home and abroad shall make payments as: Donations, Sadagah, Sadagah Jariyah, subscriptions, contributions, advertisements, etc. and Standing Committee shall deposit all the amounts in the following 2 categories of dedicated OLS Bank Accounts:

**i. “OLS One Time Donor” A/C.**

**ii. “OLS Long Term Donor” A/C.**

OLS shall open different OLS Bank Accounts and deposit and maintain all the funds raised and collected in above mentioned 2 categories of OLS bank accounts in the form of Current A/Cs, Savings A/Cs, Fixed Deposit Receipts (FDRs), DPS A/Cs, invest in National Saving Certificates (Jatiyo Sanchaya Patra), in Company Shares/in Capital Market, with any reputed and reliable Banks, Financial Institutions, Non-Banking Financial Institutions, Capital Markets/Stock Exchanges, etc. of the country to maintain and deposit all the funds that shall be raised henceforth in the name of OLS.

iii. As soon as the fund is deposited in the OLS bank account simultaneously:

a. OLS Standing Committee Convener/Secretary/Treasurer shall immediately receive mobile phone and email notifications from the bank.

b. Donor shall be notified immediately of the deposit by the OLS Treasurer over mobile phone.

c. OLS Standing Committee Convener/Treasure shall instantly notify all the OLS Standing Committee Members on OLS WhatsApp platform.

d. OLS Secretary/Treasurer/Office Assistant shall get the hardcopy printout and compile the Bank Statements chronologically in the Office Master File.

e. OLS Treasurer shall prepare Monthly Account Summary to place it in the subsequent OLS Standing Committee Meeting under the joint signatures of OLS Treasurer & OLS Office Assistant.

iv. A target of raising OLS Fund of at least an amount of BDT: 25.00 Lac (Taka Twenty Five Lac) only, within December 31<sup>st</sup>, 2023 was set.

v. No funds or amount of all the 2 categories mentioned above shall be withdrawn or en-cashed unless and until the total amount raised thereof are accumulated minimum up to Tk: 50.00 Lac (Taka Fifty Lac) only.

vi. **30 %** of the total raised amount and accrued profit/interests thereof, shall be retained as the **PERMANENT OLS RESERVE** to keep growing with the maximum interest/profit generating OLS Accounts for the purpose of future OLS use.

vii. **50%** of the raised amount **shall be utilized for smooth functioning of the OLS**, was approved. Such as:

-Purchasing and repairing of Capital Goods, such as, buildings, machinery, equipment, vehicles, tools, etc.

-Meeting the recurring expenses, such as, payment of salaries, benefits, incentives, Tiffin, food, etc.

-Purchase of stationeries, uniforms, etc.

-Incurring expenses for exams, recreation, health, sports, games, study tour, seminars, workshops, symposium, annual events, cultural events, etc.

viii. **20%** of the raised amount shall be retained in the O6LS Bank Accounts as **“Emergency Fund”** to be utilized for OLS purposes on any emergency situation or unforeseen cause.

ix. In line with the OPA Constitution and Bylaws, Article-XVI, Clause V (C), it was unanimously decided to open and maintain all types of **“OLS Accounts”** under the joint signatures of **ANY TWO** of the joint signatories: Signature of the **TREASURER** shall be **MANDATORY**, jointly signed **EITHER** by the **CONVENER** or the **SECRETARY**.

x. In line with the Bye-Law VI, Sec. 13 of the “OPA Constitution & Bye Laws”, all Fixed Deposit Receipts (FDRs) shall be submitted to the OPA EC Patron/Principal, SPSC for its safe custody on behalf of the OLS.

-The Patron/Principal shall acknowledge receipt of all such FDRs to the OLS Standing Committee (SC) that is so appointed every 3 year.

-OLS Treasurer shall collect FDR instruments from the Patron/Principal for the purpose of its renewal against the written request made by the OLS Convener and OLS Secretary jointly. An authorized representative of the Patron/Principal shall accompany the OLS Treasurer for such renewals.

-Subject to the fulfillment of the Clause 4, Sub-Clause iv, v. vi & vii above, request for any encashment of the FDRs shall be approved by the OLS, SC, duly accompanied by the authorized representative of the Patron/Principal for any such FDR encashment.

a. All purchases of more than BDT: 50,000/- (Taka Fifty Thousand), shall be done by open tender.

b. All the spending and payments shall be made by Crossed/Account Payee Cheques, Pay Order, etc.

b. On exceptional cases cash payment of specified limited amount may be made subject to OLS Standing Committee decision.

c. All OLS Teachers and Staffs shall maintain individual bank accounts and all their payments, monthly salaries, and incentives shall be directly deposited to their respective bank accounts on a particular Pay Day of the month/year.

## OLS Audit Policy

**Monthly Reconciliation of OLS Accounts, Half Yearly Internal Audit and Annual External Audit of all the OLS Accounts shall be conducted.**