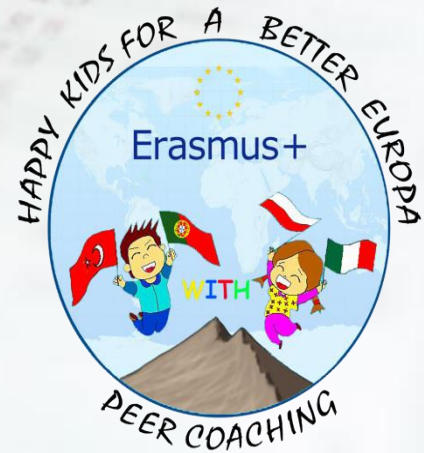


# DUTIES AND RESPONSIBILITIES



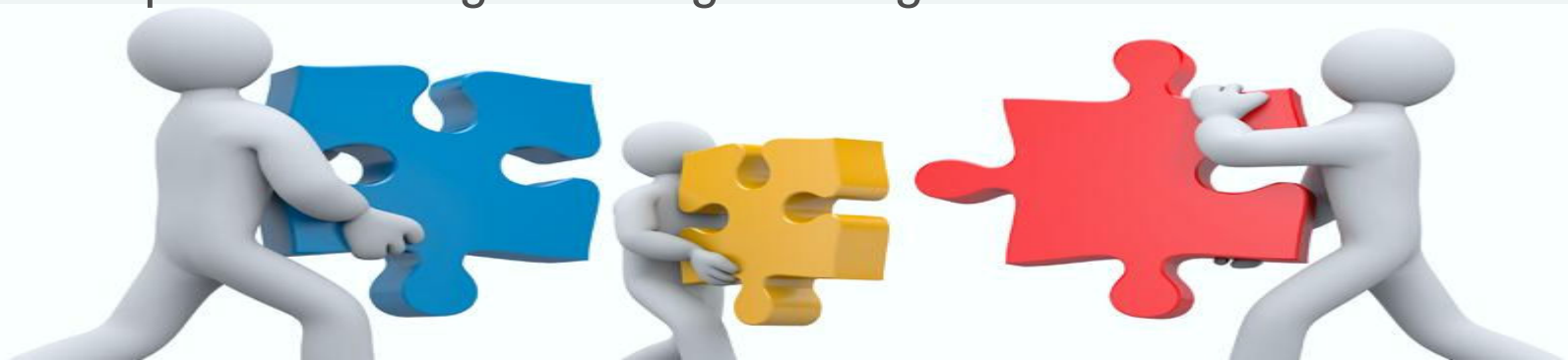
A close-up photograph of a person's hand holding a black fountain pen with a gold nib, writing on a white document. The document has some faint, illegible text on it. The background is blurred, showing what appears to be a desk or office environment.

# Duties and Responsibilities of Headmaster

- Creates project management team.
- Carries out formal correspondence
  - Makes plans about the budget
- Supervises all studies throughout the project

# Duties and Responsibilities of Project Management Team

- Makes plans about carrying out project .
- Makes plans of teachers, student and parent educations.
- Coordinates implementation process .
- Provides communication continuity between partners.
- Prepares «Mid-Term Evaluation Report» and «Final Project Report» and send it to coordinator institution.
- Carries out project dissemination activities.
- Does Linguistic/Cultural/Pedagogical preparatiens before transnational mobility
- Makes plans Learning/Teaching/Training activities



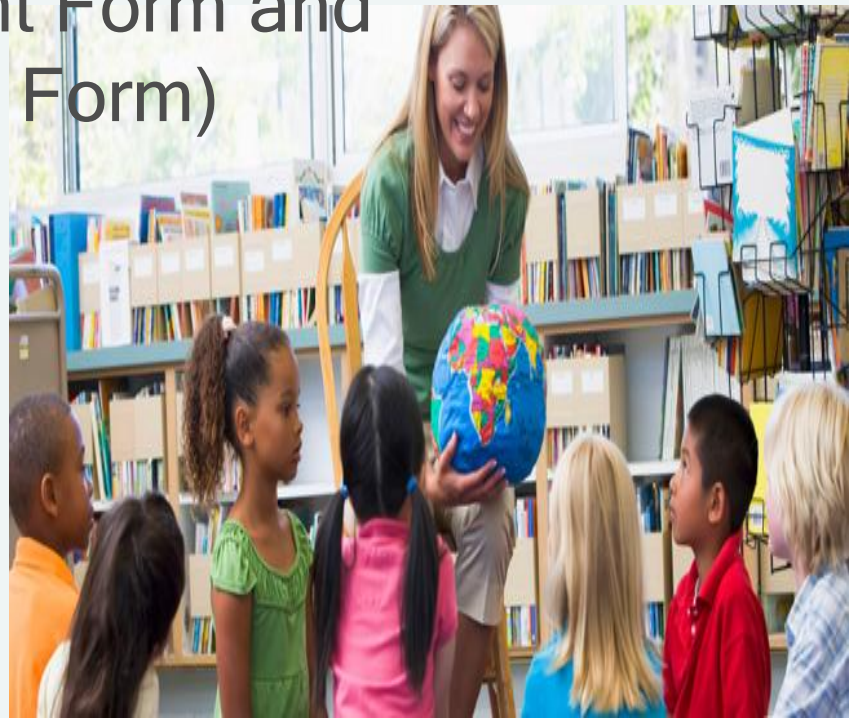
# Duties and Responsibilities of School Counseling Service

A close-up photograph of a hand holding a black pen with a gold nib, writing on a white document. The document has some faint, illegible text on it. The background is blurred, showing what appears to be a desk or office environment.

- Plans student counseling and does them,
- Plans parent counseling and does them,
- Does counseling to class teachers,
- Plans «Individual recognition Techniques» and ensures implementation.

# Duties and Responsibilities of Class Teachers

- Carries out all the studies in the class,
- Observes students and informs parents,
- Implements student evaluation form in the class and evaluates them. (Sociometry, Student Status Assessment Form and Implementation Evaluation Form)
- Plans special activities for student included in the coaching system.





# Duties and Responsibilities of Coach Students

- Observes and boost school success of student who will be coached,
- Helps developing friendship and social and commination,
- Increases interest of social cultural and artistic activities and encourages,
- Identifies interests and abilities, encourages without inflecting,
- Help time manegament,
- Encoures friends about healthy nutrition,



# Duties and Responsibilities of Coach Students



- Is a model an personal and environmental cleaning,
- Avoids criticism in communication whit coached student,
- Gives importance love - respect - tolerance when coaching.

# Duties and Responsibilities of Coached Students

- Struggles for academic, social and personal development,
- Pay attention to suggestions and warnings of the coach,
- Takes care of respect-love and tolerance in communication with coach.

