

Responsibilities of the Education Officer

- Lesson planning in coordination with different educational groups
- Organizing and announcing the hours of theoretical, practical courses and internships of students in a weekly program with the coordination of professors
- Controlling the formation of classes according to the planned and compensatory schedule
- Registering lessons, and courses of students in the relevant field
- Controlling and reviewing the status of classrooms in terms of teaching aids
- Collaborating in exams of midterm and end-of-semester
- Performing educational affairs of students, such as announcing their academic status, and improvement of their grade compared to previous conditional years
- Following up the educational affairs of students, such as issuing a certificate of education, announcing the end of years, conditional announcement
- Preparing minutes of exams and reports of exams holding
- Delivering semester transcripts and solving students' educational problems such as conditional semesters, educational years
- Announcing the names of conditional, distinguished and promoted students, the grade drops and students who did not choose the courses within the deadline, to the head of education
- Following up and receiving the list of end-of-semester scores, and doing score correction
- Studying the received executive instructions completely in order to have sufficient information about educational rules and regulations
- Reviewing and controlling students' passed and remaining courses in the settlement semester
- Carrying out affairs related to archiving the files of students studying and graduating
- Doing other affairs