

**Department of Youth and Sports
Games and Sports Division**

Roles and Responsibilities of the School Sports Instructor (SSI)

1. The SSI is appointed on consolidated contract for a period of two years which is renewable as per his/her performance.
2. The SSI is to abide by the BCSR-2018 and the terms and conditions executed by the SSI with the Ministry of Education / Royal Civil Service Commission.
3. The SSI is directly accountable to the Principal and must follow the rules and regulations of the school.
4. The SSI's primary role is to promote and develop sports and physical activities in the school in line with the objectives of the School Sports Program.
5. The SSI must advocate and educate on the importance of sports and physical activities to encourage mass participation.
6. The SSI must NOT carryout full time responsibilities such as mess in- charge, warden, matron or teach academic subjects. However, he/she must assist the school management in short and urgent assignments.
7. The SSI must follow the Teachers' Code of Conduct.
8. The SSI is fully responsible for planning, coordinating and effectively implementing the sports and physical activities in the school.
9. The SSI must develop the **Action Plan** as per the School Calendar and accordingly maintain the **Daily Log of Activities** (Weekly endorsed by school management) and must submit the **Annual Report** as per the formats of the GSD, DYS to the Principal and with a copy to the concerned Dzongkhag / Thromde Education Sector.
10. The SSI with the support of the school management must ensure to have proper/adequate sports equipment/items and also maintain the infrastructure and facilities properly.
11. The SSI with the support of the school management must form sports clubs and also initiate after-school sports activities.
12. The SSI must have a minimum of 15 working hours in a week.
13. The SSI should not be a focal person for any specific sport.
14. The SSI must seek prior approval of the Ministry of Education through proper channel to attend any in or ex-country workshops/trainings/clinics and competitions.
15. The SSI's appointment, resignation to be carried out as similar to the teachers. However, no transfers will be permissible as per the consolidated contract terms and conditions.