

AKOMEAH, FELIX OHEMENG

ODA SENIOR HIGH SCHOOL
POST OFFICE BOX 200
AKIM ODA, EASTERN REGION - GHANA

+233(0)244167386/ +233(0)540415098

fokakomeah@yahoo.com/ fokakomeah@gmail.com

PERSONAL DETAILS

- NATIONALITY: Ghanaian
- DATE OF BIRTH: 8th April, 1980
- LANGUAGE SPOKEN: English, Twi (Akuapem)
- INTEREST AND ACTIVITIES: I enjoy reading and academic research

WORK EXPERIENCE

September, 2010 – Date

Institution: Oda Senior High School (Ghana Education Service)

Role: Tutor, Economics (SHS1- SHS3)

Key Responsibilities

- Teach and mentor students of economics
- Prepare scheme of work and weekly lesson notes
- Develop and deliver comprehensive test and use prompt feedback to improve student's knowledge, skills and attitude
- Organize and oversee fieldtrips to motivate students' learning
- Prepare weekly and monthly reports to the head of economics department
- Monitor students to maintain law and order in the school

August, 2011- Date

Organization: West African Examinations Council (WEAC)

Role: Team Leader (Examiner, Economics)

key Responsibilities:

- Attend coordination and mark WAEC candidates' scripts and forward the marked scripts to the zonal leader for vetting
- Record and forward vetted scripts to the Council
- Vet marked scripts of Assistant Examiners under my team for accuracy and competence

September- December, 2010

Organization: Ghana Statistical Service

Role: Supervisor (Population and Housing Census)

Key Responsibilities:

- Listed enumeration areas where surveys were conducted
- Shared workload among interviewers and assisted interviewers in locating the households
- Received population census materials and took custody of them
- Distributed enumeration materials to enumerators for smooth running of exercise
- Monitored interviewers to make sure right respondents were interviewed
- Edited completed questionnaires, checked for completeness, consistencies and clarity in written entries.
- Forwarded completed questionnaires to the coordinator for onward submission to the District Statistician

September, 2009 – August, 2010

Institution: Salvation Army Senior High School

Role: National Service Person

Key Responsibilities

- Taught, assessed and evaluated SHS1 Social Studies students
- Helped to maintain discipline in the school
- Invigilated end of term examinations

September, 2008 – March, 2009

Institution: Akim State College

Role: Off Campus Teaching Practice (Internship)

Key responsibilities

- Established and maintained a positive relationship with my mentors
- Taught 12 periods of Economics a week throughout the internship period
- Managed classroom activities
- Integrated into school life through participation in school activities outside the classroom
- Developed a portfolio of experience during the internship
- Carried out action research in the school

September, 2003 – August, 2005

Institution: Methodist Primary School, Akim Wenchi – Akwatia District

Role: Basic School Teacher

Key responsibilities

- Taught courses in diverse range of fields to groups of pupils up to forty
- Prepared termly scheme of work and weekly lesson plan
- Marked class register to check pupils' attendance
- Effectively motivated pupils and catered for individual differences through the use of different teaching and learning materials and methodologies to achieve higher results
- Maintained ethical and professional relationship with pupils, colleagues and parents
- Performed administrative duties as staff secretary

PROMOTIONS

DURATION	RANK	INSTITUTION
September 2019 – Date	Assistant Director I	Ghana Education Service
September 2015 – August,2019	Assistant Director II	Ghana Education Service
September 2010 – August,2015	Principal Superintendent	Ghana Education Service
June 2021 - Date	Team Leader	West African Examinations Council
May, 2011- June, 2021	Assistant Examiner	West African Examinations Council

EDUCATIONAL BACKGROUND

August, 2005 – July, 2009

University of Education, Winneba - Ghana. B.ED. Social Science (Economics and Geography)

September 2000 – June. 2003

Assin Foso Training College (affiliated to University of Cape Coast, Ghana). Teacher's Certificate "A".

October 1996 – September, 1998 Salvation Army Secondary School (WAEC SSSCE Certificate)

UNDERGRADUATE PROJECT WORK/ LONG ESSAY

TITLE: The Use of Motivational Techniques in Teaching in the Second Cycle Schools:

A Case Study of the Akim State College - Akim Oda, Ghana. (An action Research Approach)

LEADERSHIP

DURATION	POSITION	INSTITUTION
September, 2020 - Date	Examination Coordinator	Oda Senior High School

Duties

- ✓ Prepare timetable for examination
- ✓ Prepare requisition for examination materials
- ✓ Receive examination materials
- ✓ Supervise printing and packaging of examination questions
- ✓ Assign and monitor teachers during the conduct of the examinations
- ✓ Forward report on the conduct of the examinations to the Assistant Headmaster responsible for academics

DURATION

August, 2016 – September, 2020

POSITION

House Master

INSTITUTION

Oda Senior High School

Duties

- ✓ Served as a surrogate parent to all students in the house
- ✓ Wrote reports on students' behavior
- ✓ Maintained law and order in the house
- ✓ Developed a positive role model for students, which included a commitment to professional virtues such as courtesy, sincerity, punctuality and sense of responsibility
- ✓ Ensured a clean and healthy environment condition in the house always
- ✓ Prepared monthly report of the house to the Senior Housemaster

DURATION

September, 2012 - August, 2016

POSITION

Form Master

INSTITUTION

Oda Senior High School

Duties

- ✓ Held weekly meetings with students to discuss and solve their challenges. Reported feedback to Assistant Headmaster – Academics, for redress
- ✓ Marked class register to check attendance of students
- ✓ Wrote comments on students' attitude
- ✓ Monitored the attendance of subject teachers to the class with the view of maximizing academic contact hours
- ✓ Kept abreast of your class size at all times
- ✓ Computed attendance records of the members of the class and submitted them to Academic Input Committee to prepare Academic Report every semester
- ✓ Supported and provided guidance to students through sincere teacher-student interaction

SPECIAL QUALITIES

- Exhibit positive attitude with the drive to succeed
- Possess good listening skills
- Willing to try new things and change ways of doing things when necessary
- Willing to work with individuals and teams
- Eager to learn
- Able to define and pursue goals

REFERENCES

1. Samuel Nyamekye Otchere
Lecturer; Centre for African Studies
University of Education, Winneba (Ghana)
Box 25
+233244298949
otcherenyamekye@yahoo.com
2. Michael Korku Ahorlu
Assistant Headmaster
Oda Senior High School
Box 200
Akim Oda
Eastern Region- Ghana
+233557504075
korkuahorlumichael@gmail.com
3. Mensah Duah
Assistant Headmaster
Oda Senior High School
Box 200
Akim Oda
Eastern Region- Ghana
+233208093113
kduah4632@gmail.com