



Education Manager **Urgently required for a reputed 72 year old NGO**

Jai Vakeel Foundation & Research Centre (previously known as The Research Society) is a 72 year old NGO working with children and individuals with Intellectual Disability (ID). We have a holistic approach to the management of individuals with ID and cater to over 3000 individuals annually, across varying age groups and varying levels of intellectual and other associated disabilities such as autism, epilepsy, cerebral palsy and visual or hearing impairment. Our services are divided into four broad categories – Healthcare, Education, Skill Development and Support Services. For more details, please visit our website: <http://jaivakeel.org/>

Position Title: Education Manager

Reporting: CEO

Job Context:

The purpose of the role is to plan, implement and oversee the education strategies for the school as well as coordinate the development and resources of the curriculum.

Key Responsibilities:

- Responsible for coordinating / planning the educational programs / curriculum for the school.
- Ensuring successful implementation of the curriculum.
- Review impact and recommend improvements to the educational approaches and strategies.
- Observe work of the teaching staff to evaluate performance, and to suggest changes that could strengthen teaching skills
- Develop procedures/processes for teachers to implement the curriculum effectively.
- Recommend teaching techniques and the use of different or new technologies.
- Train teachers and other instructional staff in new content or programs.
- Mentor or coach teachers to improve their skills.
- Keeping up to date with current education curriculum and policy developments impacting the education programs.
- Identifying financial needs and potential funding sources for education programme, if and when required.
- Independently take up projects as and when assigned by the management.

Educational Qualification: Minimum Graduate with specialisation in Education/Management/Administration etc.

Age: 30-40 yrs

Experience: 10-15 yrs of relevant experience in working with special children. Should have developed curriculum, devised education programs and/or managed projects independently.

Competencies:

- Good communication skills. Knowledge of local language is preferred.
- Analytical skills to examine students, test teaching techniques and make recommendations for improvement in curriculum and teaching
- Creativity — able to think of new ways to engage/educate students
- Leadership skills to coach teachers on effective instructional strategies
- Ability to lead and motivate the team
- Proficient in MS Office applications