



## Special Educators/ Teachers (Vocational Training) 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:** Special Teacher

**Reporting:** Department Head

### **Job Context:**

The purpose of the role is to impart vocational training to children, youth and adults with intellectual disabilities as well as manage the routine activities as a special educator.

### **Key Responsibilities:**

#### **Functional**

- Responsible for creating Individualised Education Plan (IEP) for every student.
- Monitoring the student's progress in accordance to the IEP.
- Planning the daily activity schedule as per IEP for effective training of students.
- Modify the curriculum for students according to their ability and use a variety of instructional techniques and technologies for teaching them.
- Train and work with the students to ensure production is achieved as per the daily work order.
- Meet with parents to discuss their children's progress and to identify the educational needs and priorities of their children. This may also require visiting students home as and when required.
- Enforce and maintain the discipline and behaviour in class so as to create an environment conducive to learning for all students.
- Proactively upgrade the existing skills and acquire new skills.

#### **Documentation**

- Maintain and update the student records with complete medical and academic information. Prepare the annual report and/or any other reports that may be required.
- Maintain the attendance record for every student and counsel parents in cases of irregularities and absenteeism.

#### **Other Responsibilities**

- Planning the raw material requirements and ensuring optimum utilisation.
- Coordinate/manage various events as and when required.
- To administer First Aid and handle a student during seizure, sickness, accidents etc. in coordination with the in-house doctor/therapist.
- Oversee the hygiene and maintenance of the classrooms.
- To take on any other work as assigned by the management.

**Educational Qualification:** Graduate/B.Ed/D.Ed with specialisation/additional training in Art & Craft

**Age:** 25 - 35 yrs

**Experience:** 2-5 yrs of relevant work experience in vocational training / teaching art & craft to special children.

### **Competencies:**

- Ability to communicate in Marathi, Hindi and English
- Effective interpersonal skills (specially while dealing with parents, peers and other departments)
- Ability and willingness to learn new skills
- Flexible with working hours
- Proactive and Patient

**Technical Skills:** Basic computer skills