

State Location Team for STEM Project

Navnirmity Eduquality, not for profit, self-reliant social organization dedicated in the field of Math, Science and Early Childhood Education is actively working towards achieving 'Quality Education for all. With the vision of 'Quality for Equality' and 'Quality Education for All', NE believes in the fundamental rights of every Indian citizen for a good quality education provided by the Indian constitution under the Right to Education Act and NCF 2005.

Program Type: Science and Math for classes 6 to 8

Location: Pondicherry

School Category: Govt. Schools

Navnirmity Eduquality Teams:

- Central Team located in Mumbai
- State Location based Team to manage the project implementation

Requirement:

- Cluster co-ordinator / Program Manager (1 position)
- Program Facilitator (2 positions)

Position Description: Program Manager/ Project Co-ordinator

Responsible for overseeing location's administrative and academic functions, teachers and student's engagement, participation and motivation. Provide ongoing inputs to the teachers and school leads for their capacity building, to develop strategies for the ground level implementation and school leads for expected outcomes. Provide critical inputs to all the above Project State Manager in innovate, design, and improve the operation, resources and process

Role:

- Ensure implementation of the program along with the team members and with the expected quality standards.
- Trained and guided by the central program team.
- Will be working with the Central, State level teams, project location team.
- Guide and supervise school facilitators.
- Will be training the local team on the program components and will overlook the operations and be responsible for the effectiveness of the program by understanding ground challenges, using the available tools to assess the program and suggest any course corrections or additional inputs towards the design of the program to improve the outcomes.
- Conduct regular school visits to the cluster of schools for trainings, demo sessions, classroom support, and other requirements as per need.

Academic areas:

- Training field team and overlooking the product delivery.
- Teachers Capacity building.
- Organize and conduct demo classes.
- Classroom facilitation and student's sessions along with the school leads.
- Event content and resource planning and organizing.
- Innovate, Design and improve operation process

Administrative Areas:

- Project admin, relations, organizing functions, Govt, school, parent's engagement and participation.
- Leverage on the school level as well as the various government functional development of the functional eco system to improve the program quality and functioning.
- Provide critical inputs to the program enhancement and to innovate, design, and improve the operation, resources and process.
- Provide support, ongoing inputs to the teachers and school leads for their capacity building, to develop strategies for the ground level implementation along with SMC and school leads for expected outcomes.

Required skills, experiences and qualifications:

Relevant work teaching experience, work in schools in math/ science would be an advantage communication and presentation skills.

Pro-activity and strong orientation towards outcomes

- Ability to work in group as well as independently.
- Proficient in the use, knowledge and skills of technology
- Fluency of State Language, English language will be an advantage.

Education: Bachelors/Masters or higher in Math or Science or other subjects with a keen interest in the field of education.

Experience: 2 to 5 years of experience

Work Location: Based in state location

Work Nature: Project based engagement (minimum 1 year to 3 years) and on a full- time capacity

Travel requirements:

- All Schools, the community, on a daily basis
- Central office in Mumbai as per requirement for training and reporting
- Govt. departments, Community work as and when required
- Events organizing and conduction

Meetings and updates:

- Monthly meeting with all the stake holders (Schools Heads, Teachers, SMC's, Education Dept)
- Monthly meeting with teachers
- Weekly meeting the project team

Scale: Rs.20,000/- to Rs.25000/-

(To be discussed depending upon the background, experience and capabilities to deliver)

Position Description: Program/School Facilitator

Role:

School facilitator is accountable for facilitating & implementing the activities at the school level in the classrooms as per the program needs. The facilitator as representative of Navnirmiti delivers his/her area of responsibility, and facilitates the various sessions, activities conducted at the schools ensuring the delivery of quality results in accordance with NEF's STEM programme and overall vision set forward by the Organization.

Whilst the principal focus of the facilitator will be to ensure effective implementation and enhance the efficacy of the programme, she /he will also be expected directly work with the schools, teachers and students on a regular basis. Create a positive learning environment is created, the resources are used as per the content objectives, sessions are conducted with the learning objectives and overall there is a progress in learning outcome levels on a continuous basis.

Program Implementation areas:

- Support the planning, implementation, and evaluation of the STEM Program in coordination with Cluster Coordinator
- Enhance project efficiency and effectiveness through systematic and rigorous implementation
- Update monthly, in written form, Cluster Co-ordinator with key project implementation information;
- Document the planning, implementing, testing, and delivery of the STEM Program, including challenges, good practices, and lessons learned;
- Data Collection & Report making, Support in report writing, drafting of presentation for the internal and external use as needed and requested by the program manager
- Support any additional tasks, as assigned by the Program manager
- Coordination, Training & Support, School Visits, Ensuring Product Delivery, Organizing Events, Relationship Management, Support to Innovate, Design & Improve Operations Process

School facilitation areas:

- Facilitating/conducting the workshop/sessions for the teachers & students
- Regular interactions with the teachers, students and community
- Co-ordinating with the teachers for smooth functioning of the program
- Understanding the learning difficulties of the students
- Understanding teaching difficulties of the teachers
- Work as per need to achieve outcomes in the levels of teachers and students

Required skills, experiences and qualifications

- Relevant teaching experience, work experience in schools in math/ science would help
- Comfortable in working with the children, school systems, teachers
- Interested to work with children and enjoy the process of teaching and learning
- Ability to work under pressure; good communication and presentation skills. Pro-activity and strong orientation towards results;
- Ability to work in a team as well as independently.
- Proficient with technology
- Fluency of State language is mandatory

Education: Bachelors/Masters in Math or Science or relevant subject work

Work Location: Based near School location preferably within the districts

Work Nature: Project based engagement (minimum 1 year to 3 years) on a fulltime capacity

Experience: 1 to 3 years.

Travel requirements:

- School visits on a daily basis (except on days internal project team meeting)
- Community visits as per requirement and as per team planning
- Other stake holders as and when required
- Central office in Mumbai as per requirement for training and reporting

Meetings and updates:

- Monthly work updates to all the stake holders as per requirement (Schools Heads, Teachers, SMC's, Education Dept)
- Fortnightly meeting with teachers
- Weekly meeting the project team

Scale: Rs.15,000/- to Rs.18000/-

(To be discussed depending upon the background, experience and capabilities to deliver)

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