



Senior Academic Coordinator

Association Type: Full Time

Roles and Responsibilities

- Responsible for effective academic content and pedagogy deployment at Partner Schools
- Periodically coordinate with Senior Academic Coordinators (SAC) to understand and help resolve any content/ pedagogy queries/ take learnings from the School
- Work with Academic Excellence Team (AET) on the resolution of academic queries, content and schedule of courseware, Labstation, and Teacher Empowerment Programs, create an annual lesson plan, TEP calendar, and annual program calendar
- Understand the research objectives, outcomes, and expectations from the Education Research (ER) team and communicate with SACs for effective implementation of Experiential Learning across partner schools, including data and formats
- Collaborate with the Communications team to profile schools, capture learning moments of teachers and students, transformation impact, record AV testimonials, and any other evidence towards effective implementation of the program
- Collaborate with ER and AET to Plan and Lead Teacher Empowerment Program (TEP) workshops at Prayoga/ various zones across Karnataka
- Collaborate with the Social Impact Program (SIP) team to contribute and align on the SIP annual calendar plan
- Visit Partner Schools to understand the status of program implementation from an academic perspective
- Design and lead Academic Coordinator Empowerment Programs (ACEP) in coordination with AET, ER teams, Faculty, and other support functions.
- Ensure timely receipt of data and information from ACs/ SACs across all Partner Schools
- Prepare and submit periodic reports on the status of the program's academic implementation

Requisites

- Possess a degree or master's in Science discipline,
- Have 8-10 years of experience working in the education sector as HM or Principal in any School.
- Have strong team management skills and be a problem solver.
- Good decision-making and strong written documentation skills.
- Have a good working knowledge of MS Office/ Google and other reporting tools.
- Have a strong hold on written and reading English and Kannada languages.
- Exposure to research is desirable.