

Please write to [payalmaheshwari @ muktanganedu.org](mailto:payalmaheshwari@muktanganedu.org) to apply to any of four positions mentioned below:

1. **Asst. Manager / Manager: Communications & Documentation**
2. **Hindi Faculty (Teacher Educator)**
3. **Lead Faculty - Learning Resource Group**
4. **Lead Faculty - Science Department**

1. **Asst. Manager / Manager: Communications & Documentation**

Role Description:

The Communications & Documentation position will create and implement a communications strategy for Muktangan, with the objective of continuously advocating the happenings and successes to both internal & external stakeholders.

Communications:

- Strengthen communications capacity within Muktangan for more effective engagement with key stakeholders, i.e. policy related decision makers in government, academicians, funding partners and employees.
- Collaborate with internal functions and develop their capabilities to document and communicate their impacts in an effective manner.
- Draft high quality proposals, concept notes and position papers that enable the Resources team to pitch and convert prospective donors to long term partners.
- Develop branding strategies & print materials including ppts, brochures, fliers, newsletters, event invites, banners & annual reports.
- Manage website, social media (Facebook, twitter campaigns & updates) and recommend strategies to leadership team for greater advocacy.
- Muktangan's model will be completed in the academic year 2017-18 with all the schools reaching the secondary schools level. Culminating this milestone with a mega event is on the leadership radar. The communications resource will be responsible to conceptualize and manage this event.

Documentation:

- Write success stories from every aspect of Muktangan's model and post them in appropriate channels.
- Review, format and secure pedagogical modules, curriculum content, processes and work plans (LFA's, milestones, PERTs, CUDs, LDM's). This will include setting the formatting standards.
- Take photographs and videos of training and classroom processes leading onto the development of high quality presentations / short films that can be utilized to publicize the educational services of the Muktangan Educational Resource Center (MERC).
- Assist in drafting, copyediting and reviewing white papers and research abstracts that the internal team utilizes to represent Muktangan at seminars and round tables.

Key requirements:

- At 3 years of experience in documentation, writing and editing communications both verbally and visually.
- Excellent written and verbal communication skills in English, but with proficiency in translating text to Marathi as well.
- The candidate must be willing to travel within MERC to and to locations of partner organizations to synthesize updates and develop stories of impact.
- He/she must be proficient in one or more of the design software Corel Draw and Photoshop.

Paragon Charitable Trust

1-11/12 Paragon Condominium, Pandurang Budhkar Marg. Worli. Mumbai – 400013.
Telephone: +91-22-2493-8752 / +91-22-2493-8599 | Email ID: contact@muktanganedu.org

2. Hindi Faculty (Teacher Educator)

Role Description:

Muktangan requires passionate teacher educators to lead the Muktangan Educational & Educational Resource Centre (MERC) reaching out to the mainstream Teacher / School Education system. In Muktangan, Teacher education happens within a network of 7 schools enabling trainees through internship (2 days weekly), supported by classroom teachers, to relate theory to practice. Our teacher educators (Faculty) do both pre- and in-service training leading to cross-fertilization of expertise between schools and the training institute.

The person selected, after a period of induction (60 days), having internalized the vision, mission and underlying beliefs of Muktangan, will function as a faculty / teacher educator in the Hindi department.

A brief discussion of the role:

PRE-SERVICE TEACHER EDUCATION: Involves working with trainees who are from the community; Pedagogy of the respective module which focuses on developing skills to teach the subject in the schools; Designing and conducting the sessions for the above module.

IN-SERVICE TEACHER EDUCATION: Involves working with teachers trained in the Muktangan methodology in our network of 7 schools.

Teacher related:

- Curriculum Understanding & Design meetings, which involves facilitating and streamlining how the subject is being taught in these classes across the school network in co-ordination with school faculty
- Conducting professional development sessions during vacations for teachers to improve their language competency and pedagogy
- Designing and developing innovative learning materials (games, worksheets, activities) which can be used in the classroom to aid language teaching and learning

Classroom related:

- Classroom observation for STD I - X
- Designing ways of monitoring children's progress in understanding subject matter concepts.

Candidate's Qualification:

D.Ed. / B.Ed. with minimum 3 years of classroom teaching experience; Post Graduate M.Ed. / MA Education with minimum 1 year of classroom teaching experience at primary/middle school level.

The candidate should have a proven teaching record in schools as well as share in Muktangan's beliefs, with an empathy for the background and circumstances of teachers and children in our schools.

Required Competencies:

- Good knowledge of Hindi
- Comfortable in conversational English and preferably Marathi.
- Basic knowledge of Computers
- Outstanding communications and inter-personal skills with the ability to influence stakeholders.
- Knowledge of the development sector, especially in urban slum education related projects.
- Proven ability to collaborate with internal & external teams and lead projects.
- Excellent organizational, time management and project management skills.
- Must be flexible working with a professional, demanding work schedule and environment
- Be a keen learner and willing to adapt to the organization and its ways.
- Willingness to travel

Paragon Charitable Trust

1-11/12 Paragon Condominium, Pandurang Budhkar Marg. Worli. Mumbai – 400013.
Telephone: +91-22-2493-8752 / +91-22-2493-8599 | Email ID: contact@muktanganedu.org

3. Lead Faculty - Learning Resource Group

The Learning Resources department is the key group responsible for coordinating inclusive practices at Muktangan. The LRG liaises with the teachers, faculty of other departments and schools to enable inclusion of all students both academically and socially. The LRG provides support to students with learning disabilities as well as other students who have difficulties in keeping up with the demands of the curriculum. The LRG teachers also support the class/subject teacher by assisting in the class during lessons to enable better participation of students with difficulties, in the lesson.

The following responsibilities pertain to lead and subject faculty:

- Supervising and providing support and guidance to LRG teachers
- Guiding teachers in the planning and design of bi-weekly IEP's
- Guiding teachers in the planning and design of lesson plans for individual sessions
- Attending LRG teacher/class teacher IEP meetings once a month to ensure better planning for students. Faculty will keep a record of their observations
- Attending two LDM's/CUD's per month to ensure that LRG teachers are making a meaningful contribution to the process and enabling modifications in the lesson plan for LRG students. Faculty will keep a record of their observations
- Observation of LRG teachers when they are providing support in the classroom. Faculty will keep a record of their observations.
- Checking of IEP books to see that lesson plans have been written and completed. Continuous guidance will be provided during the week by the LRG faculty in the schools assigned to them. Each faculty will sign at the end of the week's plan to indicate that it has been checked and approved by that faculty.
- Attending the LRG module/CUD meetings
- Conducting sessions of modules
- Planning and preparing sessions for vacation PD. Coordinating schedule for teachers
- Coordinating the certification and concessions process for students taking the board exams.
- Preparation of modified assessments for students of the LRG
- Workshops: planning and preparing sessions for workshop
- Ensuring that teachers regularly document their lessons through photos and/or video

In addition, the role of the lead faculty is:

- Management of preparing modules for the two-year training program
- Training of LRG teachers - through delivery of training modules, guidance and supervision of LRG teachers, assisting teachers in preparing IEP's for students.
- Continuation of training (started by Umeed) of subject faculty towards goal of inclusion
- Umeed: liaising with Umeed to complete program and training undertaken by them of LRG teachers, school faculty and teachers
- Coordination of training program for inclusion within Muktangan
- Appraisals of teachers and faculty
- Planning & visioning for LRG
- Soday system of phonics training: liaising with MDA and ensuring continuity of application of training
- Writing monthly reports

Candidate's Qualification:

D.Ed. / B.Ed. with minimum 3 years of classroom teaching experience Post Graduate M.Ed. / MA Education with minimum 1 year of classroom teaching experience at primary/middle school level.

The candidate should have a proven teaching record in schools as well as sharing in Muktangan's beliefs, with an empathy for the background and circumstances of teachers and children in our schools.

Paragon Charitable Trust

1-11/12 Paragon Condominium, Pandurang Budhkar Marg. Worli. Mumbai – 400013.
Telephone: +91-22-2493-8752 / +91-22-2493-8599 | Email ID: contact@muktanganedu.org

Required Competencies:

- Outstanding communications and inter-personal skills with the ability to influence stakeholders.
- Marathi and Hindi speakers in that order of preference.
- Knowledge of the development sector, especially in urban slum education related projects.
- Proven ability to collaborate with internal & external teams and lead projects.
- Excellent organizational, time management and project management skills.
- Must be flexible working with a professional, demanding work schedule and environment
- Keen learning attitude and participatory approach
- Willingness to travel

4. Lead Faculty - Science Department

Overall responsibility of a lead faculty of science department will be for learning and teaching and attainment within the department. To inspire their departmental colleagues and all teachers who study in their curriculum area with a love for their subject, leading them to explore it and value it. Should contribute to the development and maintenance of Muktangan 's ethos and approaches.

Development of the subject:

- Exhibiting high level of professionalism, linguistic excellence and commitment.
- To keep abreast of new developments in content and teaching style, including use of new technologies.
- Routinely update one's content and concept knowledge and IT skills to be a 21st century teacher.
- Professionally access, use (and if required teach) online resources for content and concept development and cognitive assessment.
- Guiding teachers in designing, adapting and developing curriculum to meet individual students need in line with Muktangan pedagogy.
- Utilizing teaching techniques using active constructivism in translating lesson plans into productive learning experience.
- Conducting sessions for **Curriculum Understanding and Development** (concept building) and modules for Muktangan school's teaching faculty
- Providing support and leadership to subject faculties of individual Muktangan schools.
- Ensuring all CUDs and **Lesson Design Meeting** lesson plans are properly documented.
- Managing professional development needs of science department by doing extra reading and ordering the reading materials when and if needed.
- Planning and preparing professional development sessions that is conducted thrice a year.
- Moderating exam papers
- Ensuring colleagues creating a stimulating learning environment for the teaching and learning of the subject.
- Effectively maintaining the learning resources
- Discussing departmental timetable schedules with all members of the department
- Meeting once a week on a regular basis to discuss and share plans, thoughts, ideas, progress etc.
- Writing monthly reports timely.
- Co- organise out-of-class professional development sessions for teachers (industrial visits, field-work, etc.).
- Contributing to academic and co-curricular activities initiated by the department and the organisation.
- Collectively responsible for maintaining the department library, laboratory and other academic resources
- Undertaking other duties as required and requested by the leader and other lead faculties.

Teaching and learning:

- Observing, and monitoring the conduct and progress of LDMs.
- Observing teachers during classroom teachings.
- Moderating exam papers.
- Checking LDM lesson plans.
- Supporting, assisting, reviewing teachers in matters of classroom management, homework expectations, student tracking system and report writing
- Designing and developing innovative learning materials which can be used in the classroom
- Designing ways of monitoring children's progress in understanding science concepts
- Providing regular feedback to all subject faculties and teachers on teaching and learning to support their progress
- Ensuring that all subject faculty follow the agreed syllabus /specification
- Ensuring teachers assessment are applied timely.
- Discussing and sharing plans and objectives with the team
- Guide teaching faculty to plan assessments (formative and summative)

Candidate's Qualification:

D.Ed. / B.Ed. with minimum 3 years of classroom teaching experience Post Graduate M.Ed. / MA Education with minimum 1 year of classroom teaching experience at primary/middle school level.

The candidate should have a proven teaching record in schools as well as share in Muktangan's beliefs, with an empathy for the background and circumstances of teachers and children in our schools.

Required Competencies:

- Outstanding communications and inter-personal skills with the ability to influence stakeholders.
- Marathi and Hindi speakers in that order of preference.
- Knowledge of the development sector, especially in urban slum education related projects.
- Proven ability to collaborate with internal & external teams and lead projects.
- Excellent organizational, time management and project management skills.
- Must be flexible working with a professional, demanding work schedule and environment
- Keen learning attitude and participatory approach
- Willingness to travel