



Title: Academic Coordinator

Place: Hyderabad

Organization: SEED Edu. Corp. (India) Pvt. Ltd. [SEED Schools] www.SeedSchools.in

SEED Schools was established in June 2013 with a vision to provide high quality education to children from low-income families. SEED partners with schools to provide academic and operational support. SEED team consists of passionate dynamic professionals dedicated to improve student-learning outcomes and create deep impact in the sector. By using innovative pedagogy and technology driven solution, SEED aims to improve learning levels and prepare leaders of tomorrow. SEED currently runs three schools in Hyderabad and aims to grow rapidly in coming years. At the early stage of its operation, the organization provides its employees a great platform for professional growth along with opportunity to create deeper social impact.

SEED is promoted by:

Harish Mamtani (www.linkedin.com/in/harishmamantani/)

Manish Kumar (<http://in.linkedin.com/in/manishkumarsah/>)

Funded by Acumen Fund (<http://acumen.org/>)

Role: The candidate will be part of the *Academic Operations Team* at the central office and will be responsible for running and managing various academic programs, training and maintaining appropriate learning environment and culture at schools.

Primary Responsibilities:

- Work closely with the School Principals to create appropriate learning environment at schools and help them in managing academics.
- Align schools to the Values, Ethics and Culture of SEED. Foster suitable culture at schools for child development and learning.
- Manage various academic programs at schools developed by SEED team and its partners. Work closely with the Seed content/program development to ensure smooth implementation at schools.
- Help the SEED team in running various initiatives and maintaining environment at schools to help students build 21st century skills.
- Coach teachers to improve classroom delivery through lesson planning, classroom observations and sharing best practices. Identify need based training and support the teachers.
- Be part of the team which designs and run teacher training at schools- identify and work with suitable partners
- Support the school team in hiring teachers and ensuring high retention
- Parent engagement- drive the parent engagement at schools through newsletter, parent meetings, community engagement, workshops for the parents, various events at the school etc.
- Train and support school teams to run extra-curricular activities.
- Ensure healthy participation of students in various types of inter-school competitions. Also, conduct various events and competition at schools (and among all SEED schools) which foster positive competitive skills in children.
- Oversee assessments at the school.
- With the help of the school team, ensure safe and secured environment at schools for the kids.

Experience:

2+ years of experience in teaching, training or academic program management would be preferable. Experience in low cost education space would be added advantage. The person should be self-driven and is expected to lead the initiative even with limited support.

Knowledge, Skills and Abilities:

- Exceptional written and oral communication skills in English.
- Strong process and program management skills
- Should possess excellent pedagogical skills. Should be a good trainer.
- Good leadership skills.
- Good analytical skills.
- Comfortable with MS office tools like excel, word, power point etc.
- Ability to work independently and self-driven
- Willingness to start project from ground up and possess entrepreneurial mindset

Please send your resume to Career@SEEDSchools.in