

## JOB DESCRIPTION



<b>Position Description</b>	<b>Job Title:</b>	<b>School Coordinator</b>
	<b>Location:</b>	<b>Nagpur (Full-time)</b>
	<b>Reports to:</b>	Program Head/Senior Program Manager

<b>Position Summary</b>	<p>This position is responsible for conducting/monitoring SSC Virtual Class using eZee App/Google classroom across day schools based in Nagpur managed by Masoom.</p> <p>The responsibilities include implementation, monitoring and reporting of the assigned schools. School Coordinator should act as direct link between Masoom and HM, School Teacher, Students.</p> <p>School Coordinator should work as a catalyst in conduction of Masoom virtual classes in schools &amp; Assist schools for achievement of SSC School target.</p>
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<b>Key Deliverables</b>	
	<p><b><u>School Program:</u></b></p> <ul style="list-style-type: none"> <li>• Monitor functioning of SSC virtual classes.</li> <li>• Understand the activity plan and customize to school based on their grades</li> <li>• Facilitate school wise plan with Head Masters/School Teachers and program implementation team</li> <li>• Ensure that every batch has 90% attendance and poll result to be 80%.</li> <li>• Take excel sheet of student's attendance from the host on weekly basis.</li> <li>• Ensure that Batch recording is in order for every online lecture.</li> <li>• Plan and roll out key initiatives to impact critical outcomes such as attendance, enrolment, Base line and End Line Exam, Worksheets and so on.</li> <li>• Regular reporting of data to MIS team through syncing data from the school to Masoom.</li> <li>• To integrate and transition into his role at school level and understand every challenge that the school faces and bring forth solutions at the earliest.</li> </ul> <p><b><u>Academic Interventions:</u></b></p> <ul style="list-style-type: none"> <li>• Arrange meeting with HM/School Teachers to discuss SSC Plan made by Masoom</li> <li>• Ensure that all the students of all the assigned schools have downloaded Zoom app and that they have signed in to the app. Signing in to the app with personal email id is must, and high priority should be given to ensure that students do it.</li> <li>• Arrange a demo lecture to explain the functioning of Zoom App for the students and teachers as well</li> <li>• Ensure that 2 teachers of every school have undergone Host training for Zoom App</li> <li>• Inform students about every virtual class and ensure that they join the class on time</li> <li>• Raise all the Academic related issue to the SSC Dept of Masoom</li> <li>• Ensure that all the teachers have undergone zoom app training and are prepared to conduct online classes</li> <li>• Proactively coordinate with the SSC team to distribute the time table of the scheduled lectures on weekly basis</li> <li>• Follow up with absent students after every lecture and ensure their presentee for the forthcoming lectures</li> </ul>

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	<ul style="list-style-type: none"> <li>• Conduct weekly and monthly analysis of attendance and appreciate/encourage the batches appropriately</li> <li>• Train a teacher from every school to handle host responsibilities of virtual class.</li> <li>• Take measures to ensure that all the schools maintain 80% SSC result</li> </ul> <p><b><u>Stakeholder Management:</u></b></p> <ul style="list-style-type: none"> <li>• Build relationships with Trustees, Head Masters, SMDC members and teachers through constant interaction.</li> <li>• Ensure that 2 meetings are schedules every month with HM/teachers of every school to discuss the updates of virtual classes and exams</li> <li>• Engage with volunteers assigned to own schools – observe their work</li> <li>• Planning and Implementation of program related trainings</li> <li>• Being the bridge between the career cell vertical and the students to further motivate, guide them towards the desired career options.</li> </ul> <p><b><u>Reporting</u></b></p> <ul style="list-style-type: none"> <li>• Maintain a register of every school, reporting the updates discussed in the meetings arranged with HM and teachers.</li> <li>• Maintain a register to log the educational material(Question Set/21Apekshit) distributed to students by Masoom, and take signature from students on reception of the material (Separate register for each school).</li> <li>• Weekly report to be submitted every Friday to Head Office(MIS) Report includes: worksheets, practice test result</li> <li>• Complete and provide all virtual Class documents as per the schedule.</li> </ul>
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<b>Desirable Profile</b>	<ul style="list-style-type: none"> <li>❖ <b><u>Qualification :</u></b> Science Graduate/ BSC IT / BA with English/ MSW</li> <li>❖ <b><u>Experience:</u></b> 2 or more years in an organization in the field of Education.</li> <li>❖ <b><u>Skills:</u></b> <ul style="list-style-type: none"> <li>○ Excellent verbal communication and co-ordination</li> <li>○ Documentation/Drafting skills</li> <li>○ Computer knowledge is a must, basic knowledge of using online technological platforms and apps for online communication</li> <li>○ Ability to engage with and influence diverse stakeholders</li> <li>○ Planning, Organization &amp; Execution</li> <li>○ Relationship building</li> <li>○ Analytical Skills and Problem Solving</li> <li>○ Assertiveness balanced with empathy</li> </ul> </li> </ul>
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