

Job Description - Lab Instruction specialist

Role: **Community Centre Instruction Specialist**

Location: **Pune**

Salary: INR 1,20,000 - 1,80,000 P.A

Do you believe in making present day education relevant to the future our children are set to enter?

About Pi Jam Foundation:

Pi Jam Foundation is a Section 8 (not-for-profit) company conceived by Teach for India Alumni in 2017. The organization is entirely impact driven and aims to provide all students from under-resourced schools Computing and Problem-solving skills, which are essential for them to succeed in the 21st century workplace. Using low-cost, open source technology and a contextual grade-specific curriculum, Pi Jam Foundation aims to provide quality computer education to over 1,00,000 students across India within the next few years.

We are looking for an energetic, cause driven and passionate individual, who is personally invested in the importance and relevance of Computer Science in the future of Education. We hope to find a person who was born to be a model teacher for their students, **fits seamlessly** into the startup culture (organizationally) and school system (while teaching), takes the **initiative to own and build** a part of Pi Jam reflective of their own core values that concur with the organizational vision and **genuinely commits** to stretch themselves to ensure that the value our program adds to a student's life is sustainable, meaningful and greater than individual motivations.

As our Community Centre Instruction Specialist, your responsibilities would include:

A. Program delivery

- a. Ensure Optimum instructional delivery of Curriculum across the specified batches in assigned centre(s). This may involve teaching(& travel) in centres spread across the city.
- b. Creation of monthly grade specific goals and daily lesson plans with the help of Program Manager in line with Pi Jam's curriculum and teaching philosophy. Instruction specialists will also be expected to file reports after each class.
- c. Keep track of student attendance, assess and Monitor Student Learning Outcomes and accomplishments in a variety of ways (Assessments, Projects, Quiz, etc) on a regular basis and provide progress reports as required.
- d. Coordinate with school authorities to ensure adequate instructional time and maintenance of centre(s).
- e. Facilitate workshops in under-resourced schools in possible remote geographies as per project demands.
- f. Maintain regular check-ins with parents of students and ensure they are informed of developments and changes about the Community Centre and Pi Jam Classes.

B. Trainings and Capacity building

- a. Participates in professional growth and development and stays abreast of current research through continuing education, educational seminars, workshops, conferences, membership in profession
- b. Participate in sessions during the beginning of the year training programme as per the schedule shared by the organisation.
- c. Participate in the monthly learning circles to share best practices with other teachers and prepare for the upcoming classes
- d. Work with the Program Manager to build teaching capacity as per their feedback

C. Event

- a. Coordinate with school authorities and conduct an annual showcase for the students in your school. Mentor selected students for annual Pi Jam event.

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- b. Conduct hackathons, quizzes, field visits for students to increase interest and provide learning experiences.
 - c. Support Pi Jam Team in basic operational and program/event requirements for the annual event(s).

Competencies and Abilities:

A. Education and work experience

- a. A bachelor's degree in **any discipline** but having **completed some coursework related to computer science and electronics**.
- b. At least 1 year of teaching experience and working with young children in a formal or informal setting.
- c. Fluency in speaking **English and Hindi / Marathi**.

B. Technical skills

- a. Experience in working with a programming language (basic experience)
- b. Knowledge of computer fundamentals - hardware, software components, basic networks, number systems.

C. Critical traits

- a. Sound Background in Technology
- b. Critical Thinking and Problem Solving abilities and mindsets
- c. Belief in Teamwork and Motivating young children
- d. Ability to Build strong and meaningful relationships
- e. Ability to communicate effectively
- f. Strong and growing values and mindsets that aid the development of the team
- g. Mindset to learn continuously

We are looking for individuals who are:

1. Committed to make a difference by working in the developmental sector.
2. Have a well-balanced, analytical and creative mindset to problem-solve and provide innovative solutions.
3. Be passionate about teaching and working with children.

4. Ability to plan and execute lessons as well as adapt to the needs of the classroom
5. Effective Time Management with planning, reporting and sessions.
6. Be persevering, open to feedback and have a mindset to grow and improve.
7. Have the intention and commitment to improve the community for a minimum of two years.

To apply,

Please send your **Resume along with a cover letter stating** why you would like to be the Community Centre Instruction Specialist to vidya.madhavan@thepijam.org .