

## Job Description

# School Implementation & Data Manager

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## Summary

We are seeking a young hard working candidate to assist in the development of Teach A Class as India's first teacher-focused fundraising platform. A successful candidate must believe in the core values of Teach A Class, be driven by our mission and have a strong focus on supporting teachers use educational tools, generating data insights and using them to create impact.

This role will involve a great deal of communication and interaction with teachers. A school implementation manager needs to work closely with teachers using tools listed on our platform; in this role they would assist teachers to use the product/programme in the class, collect usage and impact data from the teacher and assist the team in generating data insights for each products. Having a familiarity with or prior experience in the education space with teachers and principals is preferred.

## About Us

Teach A Class Foundation is India's first funding platform for teachers. We provide teachers with a platform to harness their enthusiasm and intent to do more by helping them raise funds for innovative tools and classroom resources. We want to ensure that every motivated teacher, irrespective of their location or income level, has access to high-quality digital resources free or at a very low cost.

## Key Responsibilities

- ❖ Coordination of product and service delivery in a portfolio of schools or partner organizations.
- ❖ Customer service to schools and partners, including regular meetings with school leadership, feedback meetings with teachers and interaction with students during class to understand their usage and problems.

- ❖ Management and training of teaching assistants, coaching of teachers, and coordination of academic planning (long academic plans, timetables, and weekly lesson plans) for each portfolio school
- ❖ Troubleshooting for logistical and technical issues
- ❖ Feedback and updates to supervisor and product team
- ❖ Good understanding of Data analytics - preparation of Baseline and Endline test results.
- ❖ Adapting plans for schools based on data
- ❖ Research and development on strategies for improving learning in the school
- ❖ Ownership and delivery of teacher professional development for blended learning and beyond
- ❖ Biweekly school visits to observe classes, suggest next steps and manage expectations
- ❖ Maintenance of compliant operational and reporting systems and documentation

## Skills

- ❖ Exceptional interpersonal skills (written and verbal)
- ❖ English fluency required
- ❖ Working knowledge of Hindi and local language strongly preferred
- ❖ Experience in working with schools with principals and teachers
- ❖ Willingness to travel to schools regularly
- ❖ A great deal of patience to deal with principal and teacher issues ( of which there are many)
- ❖ Strong attention to detail
- ❖ Good organisation and planning skills.
- ❖ Adaptability

## Desired Qualifications

- ❖ Ideally a college graduate with a technical background or a tech company experience.with prior experience with schools - teachers and principals.
- ❖ Very strong English communication skills.
- ❖ Knowledge of any other local languages will be beneficial, however not essential.
- ❖ Competent use of Microsoft Office Suite and Google forms/drive
- ❖ Willingness and ability to learn and quickly adapt to new softwares for program management and data analysis. Prior knowledge of Salesforce, Taskray and Mixpanel would be a plus.

- ❖ Prior at least 2 years of program management and delivery experience in the not-for-profit space with at least 1 year of team management or people management experience.

## Job Perks

- ❖ Competitive salary package
- ❖ Fun work environment with like-minded, enthusiastic and dynamic people
- ❖ Global Exposure at events and conferences
- ❖ Strong international network of mentors in your specific area of interest to nurture your talent and guide you
- ❖ Cake on your birthday (and for that matter, on everyone else's birthday)
- ❖ Travel to school and partner locations

## Location

- ❖ Mumbai
- ❖ Pune

## Selection Process

Email your resume to [kareena@teachaclass.org](mailto:kareena@teachaclass.org) with “Application: School Implementation Manager” in the subject line, along with a cover letter explaining why you want to work with us and how your unique skills would benefit our efforts. Candidates will go through two rounds of interviews and a performance task.

