

# **OPPORTUNITY FOR RESEARCH AND SERVICE IN KERALA**

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## **Facilitator for Teachers' Resource Centre Tasks and Desired Profile**

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### **PURPOSE**

Vakkom Moulavi Foundation Trust, a registered public charitable Trust intends to pilot an innovative program of Professional Development for selected High School teachers of physics, chemistry, biology, geo-sciences, mathematics and English in Trivandrum. In the first phase of the project, the following activities are envisaged:

- Lectures and workshops to upgrade teachers' subject knowledge, pedagogical skills and awareness of resource materials to use in classroom instruction and assessment
- Organize teachers' conferences and meetings on these topics
- Organize meetings/seminars on global curriculum changes and teaching methods.
- Build a Resource Centre with reference materials such as Books, Reports, CDs, DVDs, VHS tapes etc, and teaching materials/aids.
- Interact with schools and parent teacher committees for the above.

The project requires a person with a high level of commitment and motivation to educational change, a creative spirit, mastery of pedagogical aspects of the program and strong organizational/project management and evaluation skills.

### **TASKS**

1. **Preparation and Planning** Study and report on the working of similar resource centres in Kerala and India more generally. Establish professional contact with these centres. Establish contacts with schools, parent teacher organizations to identify professional development needs and ensure their participation. Contact scientists/professionals from Kerala and abroad who will be willing to participate in programs
2. **Develop a training plan for 12 months.** Select participating schools and trainees. Identify the subjects/content areas which are most required by teachers and the expected number of participants; outline the duration, objectives, content and methodology of each program; work with the resource persons to elaborate each program; prepare training materials; suggest methods for evaluating success of programs.
3. **Conduct training programs together with resource persons – based on evaluations, suggest modifications to programs.**

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4. **Estimating Requirements - Identify and list resource materials and teaching aids on teaching/ training related to Science (including geo sciences), Mathematics and English language**
5. **Establishment of Resource Centre - Procure text books of various national syllabi (Kerala, CBSE, ICSE) and international system - Procure books, CDs, DVDs, VHS tapes etc.- Plan the services to be provided by the Centre**
6. **Management of Resource Centre Activities - Create effective mechanism for monitoring and measuring training processes and incorporate constructive feedback into the same. - Manage Training costs through cost control; capacity utilization; efficient - use of resources; and continuous improvement.**
7. **Prepare and implement both formative and summative evaluation designs for the project.**

#### **DESIRED PROFILE**

**Qualification:** Minimum: Post Graduate degree in any Science branch from a reputed University.

Desirable: M.ED or Ph.D candidates in education encouraged to apply.

**Experience:** A combination of experience in areas such as:

- High school teaching / education administration with sufficient experience of classroom teaching
- Work in teacher training programs of national/state/NGO/international education projects,
- Work on community mobilization in relation to education

#### **Other requirements**

- Demonstrated interest in introducing innovations in curricula, instructional materials and pedagogical methods at the school level
- Ability to build strong professional links with teachers and school administrators
- Ability to work as part of a project team
- Knowledge of pedagogical theory and applications in development of instructional practices
- Awareness of curricular and other educational developments in secondary education in India and other countries
- Proficiency in English; Proficiency in Malayalam or Hindi (spoken and written) desirable
- Facility with Microsoft office and internet/email.
- Exposure to educational software and electronic resources in education (desirable)
- Excellent communication and correspondence skills
- Management and administrative skills

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### **Remuneration**

Monthly salary adequate to support modest lifestyle in Trivandrum. For a person based outside Kerala/India, an additional travel grant will be paid to cover part of the cost of return airfare (economy class) to Trivandrum at the beginning and successful end of the assignment. Costs for project-related travel outside of Trivandrum will be additionally provided.

### **Application**

To apply, send:

- A cover letter explaining your interest in the position
- A one page note on how you would approach the formative and summative evaluation of the project
- A complete curriculum vitae that includes current address, telephone number and email address
- Names, addresses, telephone numbers and email addresses for three references

These materials should be sent by mail or by email to:

Dr. Sajitha Bashir  
5301 Macomb Street, N.W.  
Washington D.C. 20016

[sajitha@vmft.org](mailto:sajitha@vmft.org)

### **Application Deadline**

Applications must be received no later than February 23, 2007

**Start of Duties:** Negotiable to some extent. April 1, 2007 is preferred.