

Education Manager

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Company: Al Mustafa Welfare Society

Location: Saddar Town

Category: other-general

Education Manager Al Mustafa Welfare Society, Pakistan The Education Manager leads delivery of quality education at schools through developing high-performance teams at Area and School levels; efficient execution of educational program and interventions; monitoring performance and outcomes across levels and segments; and implementation and compliance of policy and procedural guidelines. The EM plays an active role in Leadership Teams by identifying educational challenges and solutions. Mentor and motivate Teachers, Principals and Area Teams to achieve productivity and engagement in Schools. Create culture of care and growth across Areas and Schools; emphasize open communication and transparency at all levels. Ensure delivery of quality education in schools through implementing and monitoring inputs, and by tracking students learning outcomes. Design implementation plans for educational interventions and methodologies to meet goals; define approaches and sources to assess progress and impact, to be shared with peers and teams at head office. Develop and execute student enrolment and retention plans in coordination with area teams. Ensure implementation of policies and plans through school visits, classroom observation and staff meetings; provide constructive feedback and support Area Teams and Schools for improvement. Lead TNA for schools with support from Area Team utilizing multi-sourced data for program development; adapt, develop, and execute instructional material to address specific needs. Ensure quality and transparency in internal / external school evaluations and student assessments; and develop remedial actions and plans. Train and support Area Teams in recruiting and retaining quality school staff; actively participate in staff appraisals and provide inputs on staff promotions, terminations etc. Analyze interventions,

resources, student results, and teacher performances, and to ensure alignment with set goals Engage communities through Area Teams for effective school management and community development programs Coordinate with respective functional department for regional and area implementation plans, feedback on interventions, timely provision of materials and supplies; and optimal utilization of the available resources Manage and supervise MIS of education-related indicators; maintain records and databases on student and program activities Network with Education Officials in Districts for relationship management, conflict resolution and resourcing Coordinate with Sindh Education Foundation, for enrollment, documentation, and develop public private partnership for schools. Improve overall school Academics

Job Specification Required Education, Experience & Skills: Bachelor's in Education (B.Ed.) or Master's degree in Education (M.Ed.) At least 5-6 years' experience in education (curriculum, training, and assessment) and in leadership roles and project management

Leadership: build teams, resolve conflicts, and strengthen relationships

Interpersonal and communication skills: Understanding of policy, planning, and strategy

Ability to build alliances and partnerships: Able to address customer complaints and improve customer satisfaction.

Hospital & Health Care - Karachi, Pakistan

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