

## Subject Specialist

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Company: Idara-E-Taleem-O-Aaghi

Location: Karachi

Category: other-general

### Subject Specialist

Idara-E-Taleem-O-Aaghi, Pakistan Identifying core academic issues at primary and secondary levels (in the context of curriculum objectives). Develop the needs assessment tool for their areas of intervention. Identifying the learning and training needs of the students and the teachers viz. conceptual, skills, comprehension, communication and professional development. Evaluate teaching styles and methods in current practice through observation in all the cluster schools. Undertake extensive review of course books and syllabi in order to plan the content and strategies to deliver the devised content effectively; Facilitate the school development plan as a key document for school improvement Coordinating, developing and designing teacher training programmes Coordinate with other developers and specialists to integrate and connect the themes and philosophies; Developing effective feedback methods for evaluation of the training programmes. Follow up on teacher training. Introducing and developing teaching aids. Facilitating parental involvement with the academic and behavior issues of their children. Undertake monthly evaluation of the students academic profiles by filling out monthly assessment forms. Coordinating with the head teacher and cluster coordinate on class management.

Job Specification Good communication skills. Excellent working knowledge of MS Word, Excel and Urdu software e.g. In page. Ability to supervise support staff including drivers. Excellent documentation skills e.g. record keeping, inventory. Ability to independently organize & manage project events. Willing to travel frequently within project areas for reporting, staff facilitation.

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