##  ROLE DESCRIPTION

**Position Title :** Coordinator – 6th – 12th Class

**Department & Function :** Academic –LPSSS

**Location :** Dhunela

**Reports To : HM**

**About the Organization** : Lotus Petal Foundation has been in the nonprofit sector for more than 10 years. Our objective is to create equal opportunities for underprivileged children living in urban and semi-urban areas to enable upward social mobility. We create high-impact interventions in Education, Nutrition, and Livelihood by using innovative methodologies, scientific rigor, use of data, and analytics for the child and also for his/her community. Alongside, we are proud to mention **we are one of the top 20 NGOs in India in 2023 to work for and**are a certified Great Places to Work organization (four times in a row).

**About LPSSS -** Lotus Petal Sr. Secondary School focuses on improving educational outcomes by providing quality education and laying a solid foundation that prepares underprivileged children for mainstream life. The teaching approach is two-pronged, with an emphasis on learning CBSE-based curriculum as well as the child’s overall development. The holistic development of the child is prioritized, with activities such as psychological counselling, fitness, art, and theatre aimed at bringing out the best in each child. This eventually allows the children to integrate into mainstream society, leaving a long-lasting impact on the lives of the students and their families.

**Position Summary/Purpose of the role-**

To develop and implement all the academics aspects of the school by working closely with the teachers in order to ensure an effective learning environment.

**Activity List :**

1. To support in academic process of responsible classes
2. To ensure proper follow up of curriculum
3. To ensure effective teaching
4. To ensure smooth functioning of the teaching and learning process
5. To ensure learning objectives are achieved by students
6. To ensure the proper follow up of academic calendar
7. To ensure the student data is updated with accuracy and timeliness on Class 365 by every teacher
8. This role would also involve taking academic classes.

**Qualifications –**

 1. Post Graduate with Bachelors in Education

 2. 3-5 years’ experience at the similar or equivalent role.

 3. Good knowledge of MS Office tools such as Excel, Powerpoint

**Skills required** –

 1. Good Subject knowledge

 2. Creative, innovative and contextual ways of teaching

 3. Knowledge of new education trends, CBSE curriculum and National Education Policy (NEP)

 4. Proactiveness

 5.Stress and Time management

 6. Empathetic and child centric

**\*\*Working Hours – The working hours for this role would be**

**Monday – Friday -7.5 hours**

**Saturday – As per the school schedule**