



# eVidyaloka

To Educate ~ Anywhere Anytime

<b>Job Title</b>	<b>Content Delivery Coordinator</b>
Reporting into:	
Direct line	COO
Dotted line	Academic advisory member of board
<b>Job Purpose</b>	<p>eVidyaloka classes are provided as a supplementary/complimentary education to the children of ongoing Government schooling system in the villages, respective state board curriculum is adopted in the local language as medium of instruction. Primary focus on English, Science and Maths.</p> <p>The purpose of this role is to</p> <ul style="list-style-type: none"> <li>□ Drive academic rigor.</li> <li>□ Quality of Wikividya content suitable to the needs of multiple states/centers.</li> <li>□ Continuous improvement and substantiating the content which includes usable resources from volunteer teachers.</li> <li>□ Track teaching quality</li> <li>□ Facilitate improving the quality of class/content delivery.</li> <li>□ Facilitate the curriculum to be adopted by eVidyaloka maintain an overall uniformity while also adapting to the needs of multiple centers, and locations. Presently the focus is on classes 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>; 5<sup>th</sup> grade is offered in some centers selectively.</li> </ul>
<b>Principal Accountabilities</b>	<p><u>Strategic/Planning</u></p> <ul style="list-style-type: none"> <li>□ Review and gain overall understanding of curriculum of respective boards across states in which eVidyaloka is operating.</li> <li>□ Curriculum Management - Ascertain the Topic needs of the individual centers based on need analysis carried out by the volunteer teachers in collaboration with the school teachers for a given subject and grade, based on respective Board curriculum</li> <li>□ Determine the Bridge needs to fill the gap between the board curriculum, and that of the respective center, also maintaining uniformity in the overall content across centers.</li> <li>□ Evaluate content readiness for the identified Topics, in alignment to the schedule</li> <li>□ Monitor assesments standards and level for each grade, topic and methodology to be adopted for periodic diagnostics and assessments.</li> <li>□ Develop assessment content &amp; format in English language (to be translated in respective vernacular subsequently)</li> <li>□ Ensure Children level monitoring &amp; tracking through class delivery team.</li> </ul> <p><u>Operational /On-going</u></p> <ul style="list-style-type: none"> <li>□ Review Progress of delivery through portal by teachers on monthly/term basis</li> <li>□ Selectively have discussions with relevant school teachers to validate content and alignment of curriculum.</li> </ul>



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	<ul style="list-style-type: none"> <li>□ Engage and facilitate conversation between the eVidyaloka Teachers and the respective School Teachers both to determine curriculum / content gaps and also to identify specific focus areas including necessary supplementary/complimentary focus areas</li> <li>□ Evaluate assessment readiness against the assessment plan, determine gaps, improvement areas and periodic enhancements.</li> <li>□ Assessment Planning and Implementation</li> <li>□ Report to Executive Director on periodic progress, on a monthly basis. Typical board updates twice a year.</li> </ul>
Individual Performance Measure	<ol style="list-style-type: none"> <li>1. Curriculum content – quality &amp; relevance</li> <li>2. Periodic assessments - timeliness &amp; completeness</li> <li>3. Engagement with teachers, schools - quality &amp; effectiveness</li> </ol>
Personal Characteristics	<ul style="list-style-type: none"> <li>□ Collaboration &amp; Communication - Able to work across multiple Administrators and Teachers, who are located remotely, through Emails, Skype/Hangout and Phone.</li> <li>□ Adaptability - Able to adapt to curriculum of multiple boards, for Science and approaches of schools and varied learning levels of the children.</li> <li>□ Inter-Personal Ability – Able to navigate through Teachers with different teaching capability, Class Admin work styles and School teacher reactions</li> <li>□ Passion and Commitment – Have a driving force to contribute to the cause.</li> <li>□ Technology – Familiarity with the usage of Emails, MS Office, Skype, Internet usage – Search Engine, YouTube etc.</li> <li>□ Communication Skills - Possess good verbal &amp; written communication skills, and have an ability to interact positively with all stakeholders.</li> </ul>
Qualifications & Experience	<ul style="list-style-type: none"> <li>□ Education: Graduate, preferably with a B.Ed. Additional educational qualifications are a plus. M.ed would be valued.</li> <li>□ Experience: Teaching experience in the relevant subjects for more than 5 years and or overseeing content development for atleast 2 years.</li> <li>Location: Bangalore</li> <li>□ Job Type: Full time</li> </ul>