



# eVidyaloka

To Educate - Anywhere Anytime

| Job Title                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Coordinator – Academy and Quality</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Reporting into:</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Direct line                              | Program Manager – Academy and Quality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Dotted line                              | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Job Purpose</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | <p>eVidyaloka classes happen through the day, every day across 100+ locations remotely, delivered by Teachers spread across the globe. And each location is managed by a Class Administrator (Remotely) and a Class Assistant (Village), in making sure smooth happening of daily class operations, as per schedule.</p> <p>The primary purposes of this role are build capacity and enable different stakeholders to run the digital classrooms in government schools in rural villages. The role also includes enabling the organization to deliver quality education with focus on continuous improvement on processes.</p> |
| <b>Principal Accountabilities</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | <ul style="list-style-type: none"> <li>▪ Develop training modules relevant to the service delivery model (SDM)</li> <li>▪ Establish SDM for implementing organization and individuals</li> <li>▪ Develop train the trainer kits</li> <li>▪ Conduct instructional research and analysis on learners and context</li> <li>▪ Conduct SDM process audits with SDM implementing role.</li> <li>▪ Regular quality process monitoring to be conducted.</li> <li>▪ Establish class recording process and frequency for quality audit of teaching.</li> </ul>                                                                           |
| <b>Skills Required</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | <ul style="list-style-type: none"> <li>• Excellent knowledge of instructional design models</li> <li>• Basic HTML and flash programming knowledge</li> <li>• Content writing</li> <li>• Knowledge of basic math and computer skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Personal Characteristics</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | <ul style="list-style-type: none"> <li>▪ Collaboration &amp; Communication - Able to work across multiple Administrators, Local Partners and Teachers, who are located remotely, through Emails, Skype/Hangout and Phone</li> <li>▪ Passion and Commitment to the Cause. Driven by strong belief about Education and the care for Children</li> <li>▪ Technology – Familiarity with the usage of Emails, MS Office , Skype, visual design skills ( Photoshop, illustrator, dreamweaver)</li> </ul>                                                                                                                             |
| <b>Qualifications &amp; Experience</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          | <ul style="list-style-type: none"> <li>▪ <b>Education:</b> Graduate in any discipline</li> <li>▪ <b>Experience</b> 2 to 4 years</li> <li>▪ <b>Location:</b> Bangalore</li> <li>▪ <b>Job Type:</b> Full</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                              |



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