



JOB OPPORTUNITY

Registered under the Trust Act of Pakistan since September 2000, the Jamshed Akhtar Qureshi Education Trust [www.pkschools.org] provides primary education to 4,000 children from the lowest income, unserved, marginalized *katchi abadis* in Islamabad, through a network of ten community schools, operating under the Pehli Kiran Schools (PKS). In addition, it works with youth from these communities to enhance their livelihood opportunities, and guide their career paths.

Title of Position: Academic Coordinator (Academics)

Report To: Program Manager

Duration of position: 2 years (extendable on the basis of performance)

Major Responsibilities:

Under the overall guidance of Program Manager, facilitate and assist the Pehli Kiran Schools (PKS) through:

- Planning, coordinating, and supervising the academic activities.
- Supervision and evaluation of a comprehensive PKS curriculum and instructional program.
- Work effectively with PKS staff to monitor implementation of policies, guidelines and procedures pertaining to the academic activities.
- Oversee and supervise the Academic Mentors.
- Keep the Central Office informed of critical academic issues.

Perform following for smooth functioning PK Schools:

- School & Principal Observation
- Teachers' Observation & Mentoring
- Indepth Class Observation and student assessment
- Preparing strategies to improve and strengthen school academics
- Prepare and analyze student's assessments, develop strategies accordingly
- Continuous and ongoing capacity building of the PK School staff
- Hiring of new school staff and their management
- Coordination and management of new initiatives

Assist the Program Manager in any other task required

Required Qualifications and Skills

- Minimum 5 years of experience in the education sector.
- Excellent skills in leadership, time management and organization.
- Excellent analytical skills
- Excellent
- Excellent interpersonal communication and reporting skills.
- Abilities and skills for multi-tasking.

How to Apply: Send your resume at taimoor.saleem@jaqtrust.org latest by Sunday December 11, 2022.