



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: Montessori Expert (Academics)

Report To: Program Manager

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

Major Responsibilities:

- Manage the PKS Montessori program and ensure it's smooth implementation
- Design, development and implementation of curriculum, academic monitoring framework and student and staff assessments.
- Management of all academic affair of Montessori classes including training of teachers, development of learning materials/ work books, Montessori reading material, preparation of lesson plans and further it's strengthen PKS Academic system (academic school plans, budgets, annual calendars), Co-curricular activities, standards and procedures.
- Ensure quality control in all areas of the PKS academic program.
- Continue strengthening the PKS academic model by bringing innovation and new ideas.
- Assist the Program Manager and other academic team in ensuring smooth execution of program in all PK schools

Required Qualifications and Skills

- Montessori trained and holds certification from a reputable institute
- Minimum 3 years of proven experience of working in Montessori classes
- Ability to organize and conduct trainings, capacity building events for School staff
- Excellent interpersonal communication, reporting and writing skills.
- Abilities and skills for multi-tasking.

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