

BHARTI FOUNDATION

Level	Academic Mentor (02 years contract)
Reporting to (Functional & Administrative)	Project Head
Location	Shimla, Jharkhand, Assam, Meghalaya, and J&K
Age	25-35
CTC	4.50 to 5.50 lpa
Qualification	MSW/MBA
Experience	02-08 years in social sector with understanding of education.
Skill (Please mention specific behavioral skills and personality attributes required to perform in the position)	<ul style="list-style-type: none">• Team Spirit, networking and relationship building• Planning and Execution Skill• Analytical Skills• Communication Skills• Influencing skills

Brief Job Description

- To support School Heads / Principals and strengthen the curriculum planning, delivery and class room transaction process for improved effectiveness.
- To optimize usage and improvement of school's infrastructure and facilities especially working toilets, functional library, computer labs, Science labs and energized classrooms.
- To activate critical processes such as sports, drawing and other student cantered activities and events.
- To smoothen academic operations throughout the year and also non-academic operations viz sports day, annual day, republic day, community volunteering, PTM etc.
- To support teachers through interactive sessions.
- To conduct subject wise week in schools for Science, English and Math linked with the annual curriculum.
- To extend technical support to teachers on subject specific skills.
- To support on difficult concepts and conduct specific need-based refresher training.
- To extending support in planning the entire academic year including curriculum rollout, remedial, assessments and processes for ongoing monitoring and mentoring.
- Candidates should aware about local language.

Please send your profile with subject line ***"Profile for Academic mentor"*** to jyotsna.singh@bhartifoundation.org