

Self Reliant India (SRI)



Is looking for a Content & Curriculum Manager

Job Summary:

[Self Reliant India](#) is looking for a Content and Curriculum Lead to help in the development of an appropriate curriculum for our kids and act as a point of contact between different agencies and the organization. The person should be responsible for developing, researching, and monitoring the content creation process, Creation of Teacher Training Modules to support their In-class Activities, Mentoring and creating growth plans for Fellows, Developing Modules & execution plans of other In-School activities (Library, Assembly and SMC), Lead and Represent the organization on different platforms, and working closely with staff and other stakeholders (Govt. Departments, Teachers, Parents and Community) to develop and execute effective processes. The selected Individual will also be responsible for designing the training sessions and developing work schedules for the Fellows and Team. This role may include some overtime as well as occasional weekend work. We're looking for someone who can operate effectively with little or no supervision and who can manage multiple tasks at once without becoming overwhelmed.

Responsibilities and Duties:

- Creating Rich content (Curriculum with Lesson Plans) and Assessments (Questions & Solutions, Mock Tests, & sample papers in Math, Reasoning (Mental Ability), and Hindi) for upto 10th Class.
- Design detailed educational curriculum, including dates, topics, and number of hours required per course. Set learning objectives for each course
- Lead innovation and strategic blueprint for the academic solution to deliver on the long-term mission of the organization.
- Ability to visualize and integrate different In-School Processes in child learning and creating processes with active community involvement
- Build capability within the team by bringing global best practices in pedagogy and design and building subject matter expertise.
- Collaborate with Technology to create innovative academic solutions that leverage technology in the classroom & at home.
- Work collaboratively with the Program Manager and Program Coordinator to create content i.e. write lesson plans, develop/curate audio/visual resources, and develop student resource books & assessments.
- Visiting of learning centers and Identifying & Planning Capacity Building Sessions for Fellows/Teachers to support them in their difficulties/issues via a role model approach wherever required.

Experience and Knowledge

- Graduation/Masters in any stream with specialization in any subject.
- Strong and thorough understanding of Concepts at the Foundational Level.
- Strong Communication and Articulation Skills

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- Excellent Problem-solving and Stakeholder Management Skills
- 8-10 Years of Experience in the Education Sector with content creation and Liasoning roles
- Motivated and ready to travel whenever required.
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Excel
- Ability to analyze and revise operating practices to improve efficiency
- Detail-oriented and comfortable working in a fast-paced office environment

Program Design and Implementation

- Work with the core team/ Program Manager to develop assessment modules (Monthly/weekly tests)
- Monthly check-in calls with fellows/ Teachers to support them in classroom transactions and their capacity building in online teaching via video creation.

Team Management:

- Ensure that the fellows, teachers, and program coordinator work in an effective manner and are on a self-growth track
- Demonstrate and instill value-driven individual and team approaches to ensure an optimal, harmonious, and inspiring work environment.
- Create spaces for building capacity of the team on Content (Development and Execution) and effective Liasoning.

Research and Learning:

- Support the development of research objectives around fellow learning and curriculum development.
- Promote organizational learning in support of our understanding that learning organizations are more effective, efficient, and relevant to the communities.

Liasoning:

- Provides top management with regular reports on business opportunities and documents legislation affecting company policies.

Salary : Remuneration will be offered as per development sector standards, commensurate with experience and qualifications

Location: Rewari (Delhi-NCR) with 25-30 % traveling

To Apply: Send your CV and a brief cover letter to hr@srindia.org