know one, teach one

KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training program.

KOTO stands for **Know One Teach One**. KOTO is a Vietnamese social enterprise specializing in providing at-risk and disadvantaged youth in Vietnam an opportunity to undertake a 24-month holistic hospitality training program. KOTO is based in Hanoi and has supported more than 1,700 graduates to end the cycle of poverty and truly empower our trainees to realize their dreams.

Vision Statement

We aspire for an all-inclusive world in which no one is left behind, where every individual from all backgrounds thrives and inspires through lasting life-changing journey and empowerment.

Mission Statement

As the 1st social enterprise in Vietnam, KOTO remains committed to enable the economically disadvantaged & vulnerable community by providing both transformative platform and pathways and instill the "once helped, help others" philosophy. We proudly do it with passion, innovation & responsibility.

Value Statement

- **Respect** everyone's dignity & self-worth
- Act with **professionalism** and lead by example
- Be driven by **passion** and purpose
- **Love** ourselves and KOTO family
- **Innovative** approach in action

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KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training program.

Position: **Chief Curriculum Officer**
Working Unit: Training Department
KOTO Training Centre (Foundation)

Reporting Structure:
Supervisor: Foundation Director
Subordinates: Curriculum Manager, Deputy Training Manager,
Trainee Affair Officer

Key Working Relations:
Internal: Foundation Director, Training Department, other leadership team members, trainers, and support staff, trainees.
External: Partner organizations, educational institutions, external trainers, and other stakeholders as required.

DESCRIPTION:

Position Overview:

The Chief Curriculum Officer (CCO) is a key member of the Training Centre's leadership team, responsible for overseeing and enhancing the training program, ensuring its alignment with the organization's vision, mission, and strategic goals. The CCO plays a critical role in developing, implementing, and refining the curriculum and training practices, driving data-informed decision-making, and fostering a culture of continuous improvement in teaching and learning. Additionally, the CCO provides leadership in professional development, assessment strategies, and extracurricular activities to support trainee growth and overall Training Centre success.

Key Responsibilities:

- **Curriculum Development & Training Leadership:**

- Lead the development and continuous improvement of a cohesive and rigorous curriculum that aligns with industry standard and KOTO's vision, mission, and strategic goals.
- Oversee the creation of curricular guides, pacing guides, lesson plans, assessment strategies, and scope and sequence documents.
- Ensure the curriculum is comprehensive and supports a college- and career-ready culture, preparing trainees for success beyond Training Centre.
- Work collaboratively with teachers/trainers and department heads to integrate best practices, aligning training across subject areas.
- Set both short-term and long-term curriculum goals, using data to assess effectiveness

and make necessary adjustments.

- **Professional Development & Staff Support:**
- Provide ongoing leadership in professional development (PD), ensuring that all staff (teachers/trainers, support staff, and administrators) receive targeted, high-quality training to improve training performance and trainee outcomes.
- Facilitate regular PD sessions and team meetings tailored to teachers' needs, with a focus on enhancing training practices and addressing challenges.
- Evaluate and support staff performance through regular observations, feedback, and formal evaluations, promoting accountability and professional growth.
- Foster a culture of excellence, collaboration, and innovation at the Training Centre.
- **Assessment & Data-Driven Decision Making:**
- Lead the development and implementation of a balanced assessment system that informs training practice and tracks trainee progress.
- Ensure that data from assessments (formative and summative) is used to drive training decisions, identify areas for improvement, and monitor trainee achievement.
- Regularly review and analyze academic performance data to make strategic adjustments to the curriculum and training.
- **Extracurricular Activities & Trainee Well-being:**
- Support and oversee extracurricular activities and trainee well-being programs, ensuring they complement the academic curriculum and foster holistic trainee development.
- Oversee the trainee well-being team to offer a variety of activities that enhance trainee engagement, personal development, and leadership skills.
- Encourage trainee participation in co-curricular activities to develop well-rounded, confident, and resilient individuals.
- **Budget & Financial Management:**
- Develop and manage the annual budget for the training department, ensuring financial resources are allocated efficiently and in alignment with the Training Centre's goals.
- Monitor and authorize expenditures in accordance with established guidelines, working closely with the Foundation Director to ensure financial integrity.
- **Staff Recruitment, Supervision, & Accountability:**
- Lead the recruitment process for new training staff, including interviewing candidates, selecting new hires, and making recommendations for staff reassignments or terminations.
- Supervise, evaluate, and hold accountable the performance of assigned staff, ensuring high standards of professionalism and training effectiveness.
- Provide regular feedback to staff to ensure continuous improvement and alignment with the Training Centre's academic standards.
- **Schedule & Operations Management:**
- Develop and manage the Training Centre's training and academic schedules effectively, ensuring trainees have access to the courses needed to meet graduation requirements and achieve academic success.
- Coordinate with various departments to ensure smooth operational functioning of academic and extracurricular programs.

- **Reporting Duties:**

- Provide regular reports to the Foundation Director on curriculum development progress, training program effectiveness, and departmental goals.
- Submit data-driven reports detailing trainee performance metrics, staff training outcomes, and curriculum adjustments.
- Update the leadership team on key trends, achievements, challenges, and recommendations for continuous improvement.

- **Additional Responsibilities:**

- Stay up-to-date with the latest trends in education, pedagogy, and technology integration to enhance the Training Centre's academic offerings.
- Serve as a key member of the Training Centre's leadership team, participating in regular meetings to set and assess the Training Centre's strategic direction, as well as engaging with external partners and representing the Centre at events and conferences.

Qualification requirements for the positions:

- **Education & Experience:**

- A Bachelor or Master's degree in Education, Curriculum and Instruction, or a related field is required.
- At least 7-10 years of experience in education or training, with a proven track record in curriculum development, teaching, or instructional leadership.
- Strong experience in managing, leading, and coaching educational teams, ideally within a vocational or adult education setting.
- Demonstrated experience in developing and implementing curricula, assessment strategies, and training programs that meet organizational goals.
- Experience with data-driven decision-making and using assessment data to inform instructional practices.
- Proven ability to work collaboratively with teachers, trainers, and other stakeholders to implement best practices in teaching and learning**.**

- **Skills & Competencies:**

- Strong leadership and management skills, with the ability to inspire and support staff in achieving educational goals.
- Excellent communication and interpersonal skills, with the ability to build relationships with internal and external stakeholders.
- Ability to develop and manage budgets, track financial resources, and allocate funds effectively.
- Expertise in educational assessment and the ability to develop a balanced assessment system that aligns with organizational goals.
- Strong organizational skills, with the ability to manage multiple priorities, schedules, and projects simultaneously.
- Ability to analyze data to assess the effectiveness of training programs and make adjustments as needed.
- Expertise in the development and execution of professional development programs for staff at all levels.

- Knowledge of current educational trends, pedagogy, and technology integration.

- **Personal Attributes:**

- High level of integrity, professionalism, and accountability.
- Passion for education and a commitment to the mission and goals of the organization.
- Strong problem-solving and decision-making abilities.
- Flexibility and adaptability in a dynamic work environment.
- A commitment to continuous professional development and improvement.

- **Additional Requirements:**

- Fluency in English, both written and spoken. Knowledge of Vietnamese is a plus.
- Ability to work in a multicultural and diverse environment.
- Willingness to travel as needed for external training, meetings, or events.

Working hours and Location:

- Monday to Friday, from 8:45 AM to 4:15 PM
- KOTO Training Centre, Phat Tich Commune, Tien Du District, Bac Ninh
- Shuttle bus service available for staff pick-up at 37 Hong Tien, Long Bien District, Hanoi