



JOB DESCRIPTION

Role: Assistant School Leader

Experience: 5-6 Years of Teaching, Training & Leadership at a school **or** 3-4 years of Teaching, Training & Leadership at a school with MA Education/ M.Ed

Location: North East India

Annual Salary: INR 5,40,000 – 6,00,000 (CTC)

Reporting : Chief Operating Officer

About Sunbird:

Sunbird Trust is a non-religious and apolitical not for profit organization. Through the medium of education, it helps build bridges between various communities in conflict affected North East India and between people here and their countrymen elsewhere in India. Reaching out to the most underserved communities, irrespective of religion, caste or race, Sunbird Trust works to bring about lasting peace and understanding for a better future of self-reliance, dignity and hope.

Job Description:

Sunbird Trust is looking for a dedicated candidate to join our team in North East India as an Assistant School Leader. The ASL is responsible for the effective management, operations and administration of the school. Given Sunbird Trust's holistic engagement with local communities, the ASL will also monitor, supervise and report on all local projects of education, infrastructure and community work at the location.

Roles & Responsibilities:

1. Academic and Non-Academic Interventions at the School

- A. Model effective lessons through regular classroom teaching
- B. Take at least one instructional class in any subject/ grade
- C. Build capacity in local teachers in relevant and best practices of pedagogy and classroom management through contextual teacher training modules, observation & feedback sessions, external training support if required and mentorship of the local teaching staff on a regular basis.
- D. Develop a contextual education program to ensure improved student learning outcomes

- E. Plan and execute curricular, co-curricular and cultural programs at school for holistic development of child
- F. Co-create structures and processes for effective management, operations and administration of the school
- G. Work closely with the school founders to build up the financial processes of the schools
- H. Work closely with local school partners in their capacity building in the areas of HR, Administration and school management
- I. Identify, design, plan and execute all necessary infrastructure development for the school and community
- J. Plan and conduct regular Parent Teacher Meetings to enhance interaction and participation of various stakeholders

2. Manage Hostel Operations (as applicable)

- A. Interact regularly with hostel children to assess their needs and issues and build connections with them.
- B. Conduct regular meetings with Hostel Warden(s) to improve the hostel program
- C. Design & implement academic and non-academic programmes for hostel students post school hours with an aim to nurture talent in the areas of sports, arts and agriculture.

3. Build Stakeholder Engagement

- A. Build meaningful connect between Sunbird and the community through home visits and targeted conversations
- B. Build and maintain the relationship with the local Armed Forces units, village authorities and civil administration
- C. Building awareness about Sunbird Trust and its objective within in the beneficiary communities.

4. Build Community Engagement & Development

- A. Build and maintain meaningful relationships with the local community in and around the village where you are based.
- B. Build and develop awareness about education in the community and encourage families to engage their children with learning and education
- C. Identify potential youth to start or continue the NEST (North East Sunbird Trust) Fellowship at your location aimed at empowering the local youth
- D. Identify potential students in the community to recommend for sponsorship for higher education/skill development courses

- E. Initiate and engage in community events at your base location to integrate with the community and understand the local culture and tradition
- F. Conduct need assessment to identify potential gaps in basic requirements of the community and bring it to the knowledge of the organization to initiate actions as appropriate
- G. Drive initiatives to bridge the gap between financial access to education and livelihoods in the community

5. Organization Level Responsibilities

- A. ASLs along with other SLs/ ASLs/ LTs from other locations may be required to work on building centralized projects or modules for the organization
- B. Maintain regular communication with your managers about progress of work through on a weekly basis
- C. Write project proposals, project reports and other documentation of all projects and events happening at the location
- D. Maintain and update the database of the location with all related documentation and pictures Identify, assess eligibility and recommend a student for sponsorship
- E. Supporting the M&E team in data collection which includes assisting in conducting surveys, interviews, FGDs
- F. Regularly capture data on Sunbird's M&E tools and create and execute capacity building modules for founders and local teachers to train them in recording, collecting and presentation of the data
- G. Plan and participate in all organizational programs as required

Qualifications:

Bachelor's Degree in any field with 5-6 years of core teaching, training and school educational leadership experience. Degree in Education would be an added advantage.

Required Skills:

- A. Teaching & classroom management
- B. Good listening and observation skills
- C. Capacity building ability (transferring skills and knowledge)
- D. Stakeholder management
- E. Leadership and development skills
- F. Team Management
- G. Documentation skills like report writing and proposal writing
- H. MS Office proficiency
- I. A proactive approach to problem-solving with strong decision-making skills.

J. Strong verbal and oral communication skills

Must Have Mind Set of:

- A. Integrity
- B. Team Player with good interpersonal skills
- C. Proactiveness, Flexibility and adaptability

Application Process:

- A. Preliminary screening of profile
- B. Reference Check
- C. Pre-work
- D. Personal Interview(s)

HOW TO APPLY?

Send us your cover letter and CV to careers@sunbirdtrust.com to apply.

1. Ensure that the subject line of the email is
<ASL_Your Name>
2. Ensure that your CV is mailed to us as
<ASL_Your Name_CV>