

## **American India Foundation (AIF) – School Facilitator – Digital Equalizer**

**Position:** School Facilitator

**No. of Vacancies:** 20

**Program:** Digital Equalizer (DE)

**Reporting:** Learning, Evaluation and Impact (LEI) Officer

**Location:** Various Districts of Jharkhand

### **Background :**

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 9.2 million lives across 29 states of India. Visit [www.AIF.org](http://www.AIF.org) to learn more about AIF's work.

### **About the Program :**

Digital Equalizer (DE) utilizes technology to bridge the educational and digital divide in India by transforming under-resourced schools into dynamic places to teach and learn through collaborative, project-based learning.

DE is implementing DE and STEM for Girls program in Jharkhand with an objective:

- Leverage coding as a tool to build critical 21st century skills and agency in girls across the country.
- Work with state governments and education departments to not just support but advocate for the program in schools.
- Build capacity of the ecosystem - Include teachers and principals as key players in the program - who eventually own and run the program in their respective schools.

### **Key Responsibilities :**

The School Facilitator is a key functionary of the program based at the cluster level and is in-charge of implementing the program in the schools. One facilitator will be appointed for every 5 schools.

- The School Facilitator is required to handle the project through planning, monitoring and effective implementation of the programme.
- Coordinate with team to initiate and streamline the program.
- Conduct regular field visits to gauge the relevance, use and challenges of the programme.
- Everyday visit to the schools and ensure the effectiveness of the programme.
- Basic knowledge on coding to assist stakeholders at their level.
- Responsible for database management.
- Reporting as per organization standards. Prepare Weekly, Monthly and Quarterly report.
- Conduct regular meetings with the school staff, school Management committee and other stakeholders to gauge the effectiveness of the program and monitor the project indicators.
- Ensure project implementation in all the clusters, so that Key Performance Indicators of the project are met in a timely fashion.
- Build and manage relationship with principals and BEOs to enhance ownership towards the program.
- Identify and document case studies to share as part of the program reporting.

- Ensuring adherence to minimum guarantee components in all schools of the respective clusters.
- Responsible to coordinate and ensure timely programme delivery and update the respective stakeholders.
- Any other activities assigned by LEI Officer to fulfill programmatic outcomes and goals.

**Qualifications and Experience :**

BCA/MCA/B.Tech/M.Tech/B.Ed/D.Ed/B.Sc (IT) or any other relevant diploma/degree in IT from Govt recognized institute. Women facilitators will be given priority for girls' schools.

**Skills and Competencies**

- Knowledge about school education system and processes.
- Understanding about digital Education and skills to impart it.
- Basic technical knowledge and supporting qualifications.
- Good Communication skills.
- Team player.
- Time management.

**Reporting:** The position will report to Learning, Evaluation and Impact (LEI) Officer.

**Other:** Salary commensurate with experience. Initially contract shall be issued till 31<sup>st</sup> March 22, which shall be renewed yearly thereafter, on the basis of performance.

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it along with your current and expected salary to [derecruitments@aif.org](mailto:derecruitments@aif.org) with subject line "School Facilitator".

**Deadline for applications:** 4<sup>th</sup> April 2022

**NOTE:** Only applications of shortlisted candidates will be acknowledged.