

## Functional Literacy and Transformational Teaching Specialist [Manager]

**Position Summary:** This role reports to the Director of Training & Development. Teachers are the key change agents in a school community. **This role involves developing the curriculum and training for teaching Functional Literacy and Transformational Teaching Methodologies/Pedagogy to Teacher Fellows and ensuring that programs for Functional Literacy are properly implemented by the Teacher Fellows in their respective schools.** For this role, the organization is looking for a professional who has experience as a professional teacher and is passionate about training and facilitating learning, with an emphasis on literacy development, and an excellent program manager to ensure that the functional literacy programs are initiated, designed, implemented, monitored and reported excellently.

- **What is the job’s purpose?** The purpose of the job is to accelerate Teacher Fellows’ teaching skills (using student learning outcomes as a measure), as well as Fellows’ specific speciality in the teaching of reading and numeracy [functional literacy].
- **How does the job fit within the organization?** Without a specialist focused on teaching the hard skills and knowledge needed to be a successful teacher, as well as a specialist focused on Functional Literacy - the most in demand skill in the public school system - Teacher Fellows would not be able to achieve optimum success inside and outside of the classroom.
- **Why is the job important?** Without being successful in their jobs in the public schools, Teacher Fellows cannot complete their two-year Fellowship in good standing or contribute to the attainment of our shared vision by being excellent Alumni Ambassadors for the organization. Approximately 24.5 Million Filipino children are in public schools around the country. *They* need our Teacher Fellows to catalyze their learning experience and transform their lives, while *we* need our Teacher Fellows to experience success in teaching in a public school classroom so that all parties - Alumni and staff - can passionately drive collective, systemic change inside and outside the organization making an excellent education available to all Filipino children within our lifetime.
- **What position does this job report to?** This role reports to the Director of Training & Development.

RESPONSIBILITIES	QUALIFICATIONS
<p><b>Attitude and Performance</b></p> <ul style="list-style-type: none"> <li>● Commitment to working within the established training framework of Teach for the Philippines.               <ul style="list-style-type: none"> <li>○ Research, development and implementation of training modules for Teacher Fellows on the teaching of Functional Literacy</li> <li>○ Research, development and implementation of training modules for Teacher Fellows on the teaching of Transformational Teaching Methodologies and Pedagogy</li> </ul> </li> <li>● Be accountable for the efficient and effective attainment of improved learning outcomes by</li> </ul>	<p><b>Role Requirements</b></p> <ul style="list-style-type: none"> <li>● Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippine.</li> <li>● Commitment to Constant Learning and the Core Values of Teach for the Philippines</li> <li>● Bachelor’s degree required, preferably in Education and/or Psychology</li> <li>● Experience as a Coach / Mentor / Trainer/ Lead Teacher required.</li> </ul>

aligning with the Data & Assessment team to get regular feedback on training.

- Render regular reports on your performance as a trainer and the performance of Teacher Fellows.
- Assume responsibility to maintain and sustain your own professional growth and advancement.
- Perform duties by discharging responsibilities in accordance with the Core Values of the organization.
  - Be an excellent model and Ambassador for Teach for the Philippines' Core Values and culture.
  - Be an excellent model for world-class professionalism.
- Help the Chief Learning Officer:
  - Finalize and Publish the TLC Curriculum
  - Maintain relationships with potential resource persons, speakers, and facilitators and with local and international associations, networks, and other entities related to particular subject areas and leadership development.
- Aid in the planning, execution, and evaluation of the Summer Institute curriculum.

**Training and Research**

- Work closely with Fellow Candidates during Summer Institute to maximize the outcomes they are making on student achievement, aspirations and access to opportunities through a combination of classroom observations and one-on-one reflective conversations. Source mentors when necessary.
- Coordinate with the Instructional Coaching team and Data & Impact team to monitor outcomes on student achievement and collect data in order to inform training & development:
  - Analyze student achievement data and problem solving with core members to prioritize the teacher actions that most impact student performance.
  - Use this data to give feedback on how Teacher Fellows can improve

- 2 or more years experience in training design and facilitating learning required.
- 4 or more years of teaching experience required, with 2 or more years dedicated to teaching functional literacy
- Willingness to travel.
- Willingness to work weekends and evenings to facilitate professional development.
- Willingness to take on significant responsibility and accountability.

**Skill Competencies**

- Positive attitude.
- Proven knowledge of andragogy, pedagogy, curriculum development, assessment and teacher training.
- Proven ability to manage programs from initiation to evaluation and reporting
- Proven ability to work relentlessly toward goals.
- Ability to motivate peers and subordinates.
- Strong research and communication skills.
- Strong Emotional Intelligence skills, specifically respect and empathy.
- Strong organizational skills and attention to detail, specifically in keeping accurate records.
- Strong critical thinking and problem-solving skills
- Strong writing skills and presentation skills

**Character Competencies**

- Ability to work well with all Government offices and officials - inside local and national government, as well as the

- Design and execute individual and group learning experiences to ensure that Teach for the Philippines teachers acquire critical knowledge, skills, and mindsets to increase their proficiency in the classroom.
- Observe Teach for the Philippines teachers in their classrooms to gather data on student learning and teacher proficiency in order to inform training and development.
- Stay updated on the latest trends in teaching, specifically in the area of functional literacy - and be proactive in sharing these to other members of the team (TD, IC, and DIA)

**Program Management**

- Assist the Fellows in initiating Functional Literacy Programs [literacy and numeracy] in their placement school (i.e. training needs analysis)
- Co-design the Functional Literacy Programs with the Teacher Fellows to ensure contextualization and relevance of the program to the school community
- Monitor the implementation of the Functional Literacy Programs, specifically on instruction, progress reports and logistics.
- Create high-level program report based on the school-based accomplishment report made by the Teacher Fellows for the program
- Evaluate the success of the program and make recommendations based on the implementation report.

**Professional Development**

- Commitment to the established TLC framework in all areas, but with emphasis on literacy.
- Assume responsibility to maintain and sustain your own professional growth and advancement in management best practice. Especially in the topics of managing up, laterally, and down.

**Relationship Management**

- Help Director of Training & Development maintain relationships with potential resource

Department of Education.

- Professional and calm demeanor.
- Flexible.
- Humble.
- Ability to juggle several tasks at once.
- Ability to deliver on deadline.
- Resourceful and able to be proactive/use initiative - A doer, not just a thinker.

persons, speakers, and facilitators and with local and international associations, networks, and other entities related to particular subject areas and teacher professional development.

- Perform tasks and complete various internal projects, as required.
- Collaborate with other Functions as assigned by the Director of Training & Development.