

Job Description					
Position Title	Cluster Coordinator				
Band	F				
Department/Function	Program Implementation				
Location City	Ludhiana East (Khanna), Balesar, Sangrur (Punjab)	State	Punjab	Region	
Number of Positions	03				
Reporting to (Designation/Role)	District Coordinator				
Reported by (Designation/Role)	Head Teachers				
Ideal Age Bracket	UP to 35				
Qualification	Graduate with B.Ed /MSW/MBA				
Experience (in years)	04-06 years in social sector with understanding of education.				
Skill	<ul style="list-style-type: none"> • Interpersonal skills. • Analytical skills • Communication and presentation skills. • Planning & execution capabilities • People management capabilities • Ability to work with cross function teams 				
Key Roles & Responsibilities					
<ol style="list-style-type: none"> 1. To visit allocated schools, as per beat plan and carry out assigned responsibilities. 2. To ensure preparation of lesson plan by teacher, observe the class and share feedback. 3. To hold pedagogy centered discussions with all the teachers. 4. To support Head Teacher in managing the quality of teaching learning processes. 5. To review students note books and teachers portfolio of their class. 6. To evaluate training needs of weak teachers and planning remedial training. 7. To ensure smooth conduct of spot test, TSKT, diagnostic test and exit test. 8. To conduct need based teachers training in School. 9. To check and verify various school documents (attendance, staff meeting, Visitors, Incoming/Outgoing, MDM, PTM etc.). 10. To develop and monitor school development plan. Also take corrective action at School level basis various data provided like remedial, Hello English, DCR and TSKT etc. 11. To monitor virtual classes and ensure teachers are delivering quality classes. 12. To ensure adherence of guidelines / processes as issued by Head office. 					

13. To support in MSR preparation.
14. To carry out overall supervision of the MDM process, vendor selection, monitoring, reconciliation of bill and payments.
15. To attend and resolve complaint of teaching staff, students and parents.
16. To oversee School discipline (teachers & students).
17. To support in organizing periodic events at school level.
18. To liaise with village Sarpanch and Community and other influential persons.
19. Interact with parent during PTM and otherwise also.
20. To conduct community surveys as and when required.