

TEACHFORINDIA

Teach For India Job Description Manager – Placements & Communities

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| Position Title: | Placement Manager (School and Communities) | Reporting To: | City Directors (Mumbai, Pune) |
| Function: | Program | Level below CEO: | 2 |
| Level: | Manager | Geographical Responsibility: | City / Regional |
| Team Size: | Associates – communities and placements + 2 to 4 (part time / volunteers) | Financial Responsibility: | Nil |

Position Summary

The Manager – Placements & communities will be responsible for creating the strategy and securing school placements with Private and Government schools. This will involve establishing, developing and maintaining relationships with the government authorities, placement school leaders/authorities, other NGOs working in and around the placement school clusters and communities, to provide a conducive environment for Fellows and Program Managers to deliver on their goals for student achievement.

Primary Responsibilities (80% of time)

1. Placements
 - a. Create strategy and process for securing school placements across TFI sites.
 - b. Identifying placement schools for each fellowship cycle
 - c. Establishing initial relationships with the schools for Fellow placement
 - d. Securing placements for each Fellowship cycle
 - e. Assisting in and implementing the allocation of Fellows to schools
 - f. Organizing induction for Fellows in their new placement schools within the first month of placement
 - g. Developing and maintaining relationships with schools and keeping school leadership invested through trainings, events, etc through the Fellowship cycle
 - h. Facilitate and Support Program Managers & Fellows in establishing relationships with the school leadership
 - i. Debottlenecking issues with placement school leadership
2. Liaising with government officials
 - a. Establishing relationships with government officials to secure placements in government schools
 - b. Addressing any issues with placements in government schools
 - c. Liaising with government officials for long-term support
 - d. Researching government schemes specifically for funding and building relationships and liaising with development team with relevant government officers in these schemes
3. Managing, supporting and developing the Community Liaison Associate to ensure the following
 - i. Developing a Local support base
 - ii. Creating and maintaining a database of NGO's and emergency contacts in and around the placement schools.
 - b. Establish links and facilitate relationships between local community leaders / NGOs and the Fellows to gain support with children's issues that may arise during the Fellowship & for

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community leadership project Investing Parents and Communities

- i. Monitoring, tracking and solving for issues linked to children's attendance and dropouts
- ii. Developing a Parent Meeting Plan for the year

Additional Responsibilities (20% of time)

1. Support Fellows in establishing relationships with the school leadership and communities
2. Identify training needs, organize and conduct trainings of Volunteers / Fellows / PMs on placements, building relationships with stakeholders, dealing with and solving issues relating to the communities and parents that is a barrier to student achievement, other relevant topics
3. Compiling information of schools and communities covered by TFI
4. Assessing the Impact on external stakeholders i.e. School Leaders, Parents and the Community
5. Creating and maintaining a database of all private and government schools serving in low income communities

Knowledge, Skills and Abilities

Preferred Edu. Qual.: Graduate / Post Graduate **Preferred Experience:** 4-6 years

Skill sets:

1. Interpersonal skills
2. Proficiency in Hindi and Marathi
3. Influencing and motivating
4. Openness to do domestic and local travel