



POSITION SUMMARY:

Job Title: Associate Director, Curriculum & Frameworks

Location: Based in Mumbai (may require travel outside Mumbai)

Employment Type: Full time, Monday to Friday (2 Saturdays working in a month)

Reporting to: CEO

ABOUT APNI SHALA

Apni Shala was co-founded in 2013, and has been working towards building social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence. We are working towards a 3-fold mission:

- creating promotive and preventive mental health programs in partnership with schools
- offering professional development opportunities to teachers, educators and mental health professionals
- running a research-based school that integrates academic, and social and emotional competency development.

Apni Shala's Social Emotional Learning (SEL) approach is informed by Collaborative of Academic Social and Emotional Learning Framework (CASEL, USA), Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Mindfulness. Apni Shala has worked with over 11000 students in the last ten years. Our work is aimed at the ecosystem's students, teachers, and caregivers. Apni Shala is funded by grants and donations from individuals and institutions. We strongly believe that each team member's passions fuel the organisation's growth and direction. Personal and professional development of our staff is therefore important to us at Apni Shala, and it forms a major part of every team member's journey with the organization.

WHAT ARE WE LOOKING FOR?

- Deep commitment to work towards wellbeing and SEL of students and other stakeholders in the education system
- Spirit of collaboration and trust in working with and supporting a team
- Ability to balance motivation and accountability, goal-oriented work and encouraging team members to be vision-oriented
- Ability to balance directing, coaching, supporting and delegating among team members
- Ability to design frameworks from a systemic lens and balance them with a micro perspective
- Ability to engage with and solve inequity and exclusion with compassion
- Commitment to one's own social-emotional development and healing

- Ability and willingness to step in for responsibilities above and beyond the assigned role

ROLES AND RESPONSIBILITIES

Framework Design and Development

- Design and facilitate the research and development process for the whole-school SEL-aligned transformation framework (towards Apni Shala's strategic intent of transforming schools into wellbeing-centered learning spaces). The framework will serve as a base for operationalising Apni Shala's whole-school engagement with schools across Mumbai and India.
- Liaise with internal teams and external stakeholders for the framework development

Curriculum Development and Enhancement

- Design strategy and action plan for the SEL curriculum enhancement (including, content, pedagogy and assessments)
- Design strategy and action plan for the SEL-aligned Academic Curriculum (K-10) Development and Enhancement (including, content, pedagogy and assessments)
- Establish and maintain knowledge and training partnerships with other government bodies, school systems and non-governmental organisations.
- Work with department heads and curriculum teams to develop year-long curriculum goals and plans
- Coach the team in review and revision of existing curriculum resources based on Apni Shala aligned philosophies, latest research and team's feedback (this includes and is not limited to, Narrative Practices, Mindfulness, Constructivist Learning Theory, and Diversity & Inclusion)
- Support review and implementation of evaluation frameworks for student and programme assessments
- Analyse the impact of SEL and SEL-aligned education and develop reports for a diverse audience (internal teams, caregivers, donors, government partners, etc)
- Work with the Curriculum and Frameworks team to review and revise resources used by the Apni Shala team for professional development such as observation formats, internal resource library, etc.

Team Development

- Provide a clear vision, and purpose for the Curriculum and Frameworks (C&F) team at Apni Shala.
- Build the organisational Curriculum and Frameworks team for SEL and SEL-aligned Education.

- Develop an annual plan for differentiated personal and professional development for the organisation in partnership with different departments and team members
- Supervise and participate (where required) in implementing team members' performance management processes.
- Supervise the work of assigned staff and mentor them by providing direction, input and feedback.
- In consultation with leadership and the board, participate in recruiting different roles.
- Co-lead all-staff orientation and onboarding
- Gather input through observations at implementation sites, and offer corresponding feedback and support to the team using 20% of the weekly time

Professional Development and Advocacy

- Co-design and deliver educators' personal and professional development on SEL for external partners and support teams to facilitate the same
- Support design and facilitation of SEL based trainings for the Apni Shala team
- Publish practice-informed articles emerging from curriculum and framework in external media.
- Advocate for Apni Shala's work by communicating and coordinating with stakeholders.

Organizational Development, Strategy and Leadership

- Contribute to organizational strategy with leadership team
- Seek and forge strategic partnerships with institutions, organizations, government authorities, or other individuals to help the larger access of Apni Shala's Curriculum
- Represent Apni Shala as required, including attending important sector events and public meetings
- Operate as a positive role model for the culture of the organization
- Understand and navigate organization dynamics; build a strong informal network with the team
- Review performance of all initiatives against the goal laid out by the teams
- Work with the organizational leadership team to prepare annual departmental budgets
- Participate in resource mobilisation, fundraising, advocacy, communications, culture building and other related activities as guided by the organisation

Self and Peer Professional Development

- Work towards personal and professional development (PD) goals by attending organizational PDs and other relevant workshops/courses or reading and researching relevant themes

- Participate in supervision meetings facilitated by your supervisor to build a practice of reflection, and personal and professional development.
- Contribute towards the team's development by engaging actively in professional development opportunities, co-planning and collective work.

QUALIFICATIONS, SKILLS AND ABILITIES

- Minimum of 8 years of experience working with schools or non-profit education sector (should include a minimum of 4 years of curriculum and programme framework design and development, and 2 years of experience facilitating learning with students preferably SEL or Life Skills with students)
- Well-developed oral and written communication skills in English and fluency in conversational Hindi and/or Marathi with students, stakeholders, and colleagues
- Exposure to working in government partnerships
- Well-developed project management skills
- Well-developed, research skills, content and report writing
- Effective facilitation skills with students and adults learners
- Ability to offer and receive constructive feedback and create plan of action for improvement
- Ability to collaborate and cooperate with team members
- Experience leading, managing or supporting teams
- Ability to problem solve, recommend and implement solutions
- Fluency in using Microsoft Office, and Google Apps (Drive, Docs, Sheets, Slides)

APPLY NOW

Send your resume and cover letter by email to hr@apnishala.org. Please mention “**Application for the position of Associate Director, Curriculum & Framework**” in your subject line. In your cover letter, tell us what you think is the significance of Apni Shala's work in the larger education ecosystem. What do you think you will bring to this role that will help AS achieve its mission?

For more about Apni Shala, please visit Apni Shala online at www.apnishala.org | apnishala.wordpress.com | facebook.com/apnishala