Job Description of Para Teachers

Number of Roles - 4

Under Project Vigyaan 2.0 – STEM Education Initiative

1. Background & Context

Project Vigyaan 2.0 is a structured STEM education intervention designed to integrate **weekly, curriculum-aligned, experiential STEM learning** within government schools. The program aims to move beyond one-time exposure to **embedded pedagogy**, improving scientific temper, conceptual clarity, and problem-solving skills among students of Grades 5-7.

Para Teachers will serve as the **primary delivery agents** at the school level, ensuring effective implementation, student engagement, and measurable learning outcomes.

2. Objective of the Role

The Para Teacher will be responsible for:

- Delivering **structured STEM sessions** using experiential pedagogy
- Strengthening **foundational and conceptual learning** among students
- Supporting **assessment, tracking, and reporting systems**
- Enabling **school and community-level engagement**
- Ensuring **quality implementation** of Project Vigyaan 2.0 at the field level

3. Scope of Work

3.1. STEM Education Delivery

- Conduct **weekly STEM sessions** (1 period of stem per class per week) in assigned schools as per program schedule
- Deliver **grade-wise, curriculum-aligned content** using activity-based methodologies
- Facilitate **hands-on experiments, demonstrations, and model-based learning**
- Ensure **gender-inclusive and participatory classroom environment**
- Integrate **real-life applications of scientific concepts** to enhance relevance

3.2. Remedial Education Support

- Conduct **baseline assessments** to identify learning gaps
- Design and deliver **targeted remedial interventions** for low-performing students
- Support students in **numeracy, logical reasoning, and foundational science concepts**

- Track progress of remedial students and adjust strategies accordingly

3.3. Student Mentoring & Behavioural Support

- Promote **scientific curiosity, inquiry-based thinking, and creativity**
- Encourage **active participation and confidence building** among students
- Identify and address **basic behavioural and engagement challenges**
- Provide individual attention to **at-risk and low-engagement students**

3.4. STEM Lab & Resource Management

- Manage and utilize **STEM labs / activity kits / teaching-learning materials (TLMs)**
- Ensure **proper maintenance, inventory tracking, and safe usage** of equipment
- Develop and use **low-cost, locally relevant teaching aids**
- Support schools in **institutionalizing STEM learning spaces**

3.5. Data Collection, Monitoring & Reporting

- Conduct and maintain:
    - **Baseline and Endline Assessments**
    - **Periodic learning assessments**
    - **Student attendance and participation records**
- Maintain **daily session logs and activity records**
- Submit **monthly progress reports** including:
    - Coverage (schools, students, sessions)
    - Learning observations
    - Challenges and corrective actions
- Support **impact assessment, third-party evaluations, and audits**

3.6. Student Tracking & Retention

- Track **student attendance, participation, and progression**
- Identify **dropout risks or irregular attendance patterns**
- Coordinate with school authorities and parents for **student retention**

- Ensure consistent engagement of **target student cohort**

3.7. School & Community Engagement

- Coordinate with:
  - **School Principals**
  - **Teachers**
  - **School Management Committees (SMCs)**
- Conduct **orientation sessions for teachers and stakeholders**
- Support **parent/community awareness initiatives** to strengthen program ownership
- Facilitate convergence with **school-led academic processes**

3.8. Events, Exposure & Co-Curricular Activities

- Support planning and execution of:
  - **Science Exhibitions**
  - **STEM Competitions**
  - **Exposure Visits (Science Centres / Planetariums / Labs)**
- Mentor students for:
  - **Project-based learning**
  - **Model creation and presentations**
- Ensure **maximum student participation and quality outputs**

3.9. Volunteer Engagement

- Facilitate **corporate and institutional volunteers** during school sessions
- Align volunteer activities with **program objectives and curriculum**
- Ensure smooth coordination and **meaningful student-volunteer interaction**

3.10. Innovation & Continuous Improvement

- Provide inputs for **curriculum refinement and pedagogy enhancement**
- Document **best practices, success stories, and innovations**

- Pilot **new teaching approaches, tools, or methodologies** as guided
- Contribute to **knowledge-building within the program ecosystem**

3.11. Administrative & Compliance Responsibilities

- Maintain all **program documentation and records**
- Adhere to **implementation timelines and reporting schedules**
- Ensure compliance with:
    - **Child protection policies**
    - **School norms and protocols**
    - **CSR and partner guidelines**
- Support program team during **reviews, audits, and field visits**

4. Deliverables & Performance Indicators (KPIs)

The performance of Para Teachers will be assessed based on:

- **Number of STEM sessions conducted** (as per plan)
- **Student coverage and attendance rates**
- Improvement in **learning outcomes (Baseline vs Endline)**
- Effectiveness of **remedial interventions**
- Participation in **STEM activities and exhibitions**
- Quality and timeliness of **data reporting and documentation**
- Level of **school and community engagement**
- Contribution to **innovation and program improvement**

5. Qualification & Experience Requirements

- Minimum **Graduate in Science / Education** (B.Ed. preferred)
- At least **1-3 years of teaching experience**, preferably in STEM subjects
- Experience in:
    - **Government school systems**
    - **Development/CSR projects** related to education or skill development (desirable)

6. Skills & Competencies

- Strong **conceptual understanding of Science and Mathematics (middle school level)**
- Proficiency in **activity-based and experiential teaching methodologies**
- Effective **communication and classroom management skills**
- Ability to **engage diverse learners and manage multi-level classrooms**
- Basic **data management and reporting skills**
- Sensitivity to **rural and socio-economic contexts**
- Problem-solving mindset and **adaptability in field conditions**

7. Deployment & Reporting Structure

- Para Teachers will be **deployed at assigned government schools/clusters**
- They will report to:
    - **TCE CSR Project Implementation Team – Project Vigyaan 2.0**
- Will be required to:
    - Travel within assigned geography
    - Participate in **review meetings, trainings, and capacity-building sessions**

8. Capacity Building & Support

- Para Teachers will undergo:
    - **Induction Training on STEM pedagogy and program design**
    - **Periodic refresher trainings and workshops**
    - Exposure to **best practices and teaching innovations**

9. Engagement Type

- Full-time, field-based engagement
- Contractual position (9 Months) aligned with **project duration and performance.**

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