

Education Facilitator – Teacher

KDSP – Faisalabad Chapter



Responsibilities:

- Design weekly lesson plans, develop Individualized Education Plans (IEPs), and understand student learning outcomes for children with Down syndrome.
- Efficiently conduct classes during the stipulated time period and create a conducive learning environment for children with Down syndrome.
- Maintain records to evaluate progress of children with Down syndrome as per the goals set.
- Develop planners for all IEPs and other allied materials.
- Conduct monthly meetings with parents to ensure equal involvement in child's academic growth.
- Maintain IEPs, assessment reports, monthly progress reports and attendance on Microsoft Excel for each student.
- Respond to queries of parents in stipulated amount of time and provide appropriate facilitation.
- Conduct appropriate research and collect objective data for gauging process of the programs.
- Monthly/quarterly reporting to the head of department.
- Ensure any other necessary documentation required for the department's effective functioning.
- Any other task as assigned by the management.

Requirements:

- Bachelor's Degree from an HEC recognized institution.
- Fresh Graduate or 01 year of relevant work experience (mainstream inclusive school setting preferred).
- Exceptional written and verbal communication skills.
- Must have excellent creative skills.
- Highly organized, responsible and compassionate.
- Must be able to work in close collaboration with peers.
- Must be proficient with using Internet, Email, and MS Office Applications

To apply, please email your CV at **jobs@kdsp.org.pk**

Please mention the position title in the subject line.



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Plot 41/E, 1, Block 6,
PECHS, Karachi



021-34315377, 021-34395377,
0334-3355377