

# Education Facilitator – Teacher

## KDSP – Islamabad 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.
- Design and send home plans every week.
- Make necessary adjustments to teaching strategies in real-time in accordance with the students' academic and behavioral needs.
- Conduct parent-teacher meetings at the completion of each IEP and/or on a need basis to ensure parent is aware of their child's progress.
- Maintain IEPs, assessment logs, progress charts, home plans, and six-weekly progress reports for each student.
- Record behavioral and academic challenges with students in class.
- Respond to queries of parents in stipulated amount of time and provide appropriate facilitation.
- Weekly reporting to the Program Coordinator.
- Ensure any other necessary documentation required for the department's effective functioning.
- Any other task as assigned by the management.

### Requirements:

- Bachelor's Degree in Education or Psychology from an HEC recognized institution.
- Fresh Graduate or 01 year of teaching experience (preferably with special needs).
- Exceptional written and verbal communication skills.
- Must be creative, imaginative, and resourceful.
- Must be an able team-player and work in close collaboration with peers.
- Must be proficient with using Email, MS Office Applications, and Google Workspace Applications.
- Passionate, self-motivated, and keen to grow in the role.
- Willing to consistently polish their understanding of Down Syndrome and Education.
- Develop strong pedagogical expertise in teaching kids with Down Syndrome.
- Must possess strong work ethic (punctual, organized, and responsible).

To apply, please email your CV at **[jobs@kdsp.org.pk](mailto:jobs@kdsp.org.pk)**

Please mention the position title in the subject line.



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