

JOB DESCRIPTION

Position Name: Special Educator
Location: Ghatkopar (Mumbai)
Employment Type: Full Time
Reporting to: Centre Head

PURPOSE OF THE POSITION

The key purpose of this position is to work with children and young adults who need extra support or special education in order to complete their learning successfully. The Special Educator is responsible for identifying individual needs and creating a safe, stimulating and supportive learning environment.

MAIN RESPONSIBILITIES

Teaching

- Create a flexible and specialized curriculum to meet the needs of the students.
- Employ adequate teaching methods to improve the development of their motor skills, language, cognition and memory.
- Use special equipment, such as audio-visual materials to stimulate interest in learning.
- Develop a plan for each student outlining specific steps to prepare them for accessing the mainstream school, vocational training or employment.

Parent Support

- Offer counselling and support to parents.
- Meet with parents to discuss their children's progress and to determine priorities for their children.
- Assist parents in accessing medical treatment and connecting them to special services such as physiotherapy.

Monitoring and Evaluation

- Maintain accurate and complete student records (attendance, grades, behaviour).
- Assess student's behaviour and progress towards previous set objectives.
- Report incidents (e.g. fights, sexual behaviour, suspected substance abuse etc.) for the purpose of maintaining personal safety of students.

Outreach

- Liaise with Aanganwadi workers to identify children with or at risk of developmental disabilities.
- Network with local schools and training centres for the placements of students
- Advocate for the rights of disabled children in their communities.

Personal and Professional Development

- Participate in training programs offered by Sahyog or external institutions.
- Work on personal and professional development through research and reading.

Other duties as assigned.

PERSON SPECIFICATION

- Experience in working with children with special needs.
- Strong communication skills, both verbal and written, especially with children.
- Good facilitation skills.
- Interpersonal and presentation skills.
- Candidate should have proven experience in handling children responsibly.
- Commitment to excellence and accuracy.
- Creativity skills e.g. drawing, crafts, etc. would be an added advantage.
- Strong work ethic and sense of responsibility.
- Belief in Sahyog's vision and approach.