

Curriculum Development Coordinator (Science)

Pour un Sourire d'Enfant (PSE) - For a Child's Smile is a non-profit organization founded by Christian and Marie-France des Pallières, operating in Cambodia since 1995. Its mission is to help children escape from destitution and lead them to decent, skilled and well-paid jobs.

Recognized by the local authorities, PSE is working in respect of the country with the Cambodians and thus supports sustainable development.

Six main programs – adapted to the needs of the children – have been developed: food, health, protection, education & schooling, vocational training and help for families.

PSE helps more than 6,500 children and more than 6,000 graduates from PSE Vocational Training program graduates have already successfully integrated the job market with a real qualified position. PSE employs more than 650 people in Cambodia (Phnom Penh mainly) and 6 staff at the headquarters in France. 400 volunteers in different countries are actively working on making the organization known through fundraising donations and sponsorships.

In 2000, PSE received the French Human Rights Prize from the French Republic.

Location: Phnom Penh, Cambodia

Starting date: 06/2022

Job description:

The position is responsible for ensuring the effective adaptation of school curriculum, pedagogic materials and teaching methods and controlling the quality of teaching and learning in the school in order to increase learning outcomes of the students.

Missions:**1. Ensure the effective adaptation of school curriculum, pedagogic materials and teaching methods**

- Review and assess to ensure the curriculum, pedagogic materials and text books, and exercise books are updated to tailor the needs of improving learning outcomes of the students
- Ensure all pedagogic materials are well-managed and kept in the places where the teachers can be effectively accessed and utilized
- Maintain the school curriculum and course syllabus
- Adjust curriculum when needed
- Provide curriculum orientation to PCs and Teachers

2. Monitor and control quality of teaching and learning outcomes

- Conduct classroom observation
- Lead in developing the system and tools to monitor and evaluate the quality of teaching and learning
- Ensure the student assessments are in place in order to evaluate the learning outcomes of the students
- Prepare, keep and analyze the score of students and report to CR-PSE School Manager and FSD dean, and recommend for improving learning of the students
- Participate in the weekly pedagogy meetings to discuss and solve pedagogic issues and improve capacity of teachers
- Work with CR-PSE Manager and FSD Dean to develop the procedures and system to support examination process for CRPSE, EE Supplementary and FSD classes
- Lead in organizing and conducting the school examinations including monthly test, semester and final examination, and other competency tests (Mock test, Skills Interview)
- Create and revise the Teachers Selection Test for GE and FSD
- Support, check and control to ensure all examination processes are conducted smoothly

3. Collaborate and support the Pedagogy Department

- Provide pedagogic and technical inputs to PC Team Leader/manager
- Collaborate with PCs to initiate educational activities to promote student learning including self-learning or group within CR-PSE and FSD
- Deliver technical trainings for PCs and teachers
- Regularly communicate and discuss with Pedagogy Department team for any pedagogic issues or challenges, and find ways to improve capacity of teachers and school curriculum
- Develop program intervention questionnaire
- Propose training topics to PC Team Leader/Manager
- Be good example for students in professionalism
- Others are assigned by PC Team Leader/Manager

Profile:

- At least bachelor's degree in the field of education, (certificate from NIE is preferred), and any degree related to science majors (Biology/Chemistry etc.) is preferred
- Minimum 2-year experience in pedagogy and/or curriculum development
- Minimum 3-year experience in teaching
- Good skills in Pedagogy, Curriculum Development and Education Quality Assurance
- Good knowledge of science experiment
- Good knowledge of MS Office, e-mail, and Google Applications
- Good interpersonal communication skill
- Be able to use English for communication
- Pedagogy and curriculum development
- Managing and controlling quality of education
- Strong coaching and mentoring skills
- Commitment to PSE's vision, core values and code of conduct
- Policy compliance and protection of children
- Patience, adaptability and ability to cope with change process.
- Ensuring timely, high quality results. Being a role model for continuous learning and improvement.

Status: Contract local

Details and contact :

www.pse.ngo for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to recruitment@pse.ngo

Recruitment team contact: 093 617 555