Job Title: Mental Ability Development Program Coordinator

Qualification:

- Bachelor's or master's degree in education, psychology, cognitive science, or a related field.
- Previous experience in curriculum development, instructional design, or teacher training, preferably in the context of mental ability development or standardized test preparation.
- Strong understanding of cognitive development theories, pedagogical strategies, and assessment practices related to higher-level thinking skills and reasoning abilities.
- Excellent analytical, problem-solving, and critical thinking skills, with the ability to create challenging and engaging learning materials and assessments.
- Effective communication, presentation, and facilitation skills, with the ability to convey complex concepts and ideas to diverse audiences.
- Knowledge of standardized tests, such as the GMAT, SAT, or other cognitive assessment instruments, and familiarity with their format, content, and scoring criteria.
- Ability to work collaboratively in a team environment, as well as independently with minimal supervision.
- Proficiency in using educational technology tools, learning management systems, and digital resources for program delivery, assessment, and communication.
- Flexibility to adapt to changing priorities, timelines, and programmatic needs, as well as travel to different program sites and locations as required.

As the Mental Ability Development Program Coordinator with Sathya Educare Competency Trust, you will be responsible for designing, developing, and coordinating programs aimed at enhancing the mental abilities and critical thinking skills of students through the creation of GMAT/SAT-style question papers and the organization of training programs for teachers. Your role will involve collaborating with educators, designing instructional materials, facilitating professional development workshops, and evaluating program effectiveness to support the cognitive development and academic success of students.

Responsibilities:

Program Development:
- Design and develop mental ability development programs focused on critical thinking, problem-solving, and analytical reasoning skills, tailored to the needs and academic levels of students.
- Create GMAT/SAT-style question papers, practice tests, and assessment items that challenge students to apply higher-order thinking skills and reasoning strategies.

Curriculum Design:
- Develop instructional materials, lesson plans, and teaching resources to support teachers in integrating mental ability development activities into their curriculum and classroom instruction.

- Align program content with educational standards, learning objectives, and assessment criteria to ensure coherence and relevance to students' academic goals.

Teacher Training Programs:
- Organize training programs, workshops, and professional development sessions for teachers to enhance their knowledge, skills, and instructional practices related to mental ability development.
- Provide guidance on effective teaching strategies, pedagogical approaches, and assessment techniques for fostering higher-level thinking abilities among students.

Resource Development:
- Develop and curate a repository of instructional resources, practice materials, sample questions, and teaching aids to support teachers in implementing mental ability development activities in their classrooms.
- Collaborate with content developers, subject matter experts, and educational partners to create engaging and challenging learning materials for students.

Assessment and Evaluation:
- Design assessment tools, rubrics, and performance tasks to measure students' progress and proficiency in mental ability development skills, such as critical thinking, problem-solving, and logical reasoning.
- Evaluate program effectiveness through pre-and post-assessments, student performance data, and feedback surveys to inform program improvement and refinement.

Program Coordination:
- Coordinate program logistics, including scheduling, venue selection, participant registration, and materials preparation for training workshops and events.
- Liaise with schools, educational institutions, and community organizations to promote program participation, collaboration, and outreach efforts.

Stakeholder Engagement:
- Cultivate positive relationships with teachers, school administrators, educational leaders, and community stakeholders to garner support, and feedback.
- Collaborate with external partners, such as test preparation companies, universities, and professional associations, to leverage resources and expertise in program delivery and implementation.