**The roles and responsibilities of the full-time Education (EDU) Instructor**

The full-time Instructor for the Department of Education will plan and deliver effective and inclusive lessons for several courses offered at Mon National College (MNC). They will also support co-managing a range of elements of designated responsibility, including curricular development, student enrollment management, departmental administration, and human resource management, ensuring coordination within the department and with other departments. The full-time EDU Instructor is paid an administrative stipend for assuming these responsibilities. They will directly report to the Education Course Director and will be working closely with the faculty and staff of the department. This position is open to all ethnicities.

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| **Amount** | **Function** |
| 60% | **Teaching**: * Prepare and teach learner-centered and highly interactive 3-4 classes per week (3-4 courses) per semester primarily offered by the MNC Department of Education.
* Participate in teacher orientation, meetings, professional development events and other Department-/College-wide activities to promote efficiency and collaboration across Dept./MNC.
* Plan and facilitate student orientations, feedback sessions and other academic events associated with the courses taught throughout each semester.
* Monitors students’ attendances and progress informally and more formally through a variety of methods including ongoing and cumulative assessment.
* Ensure that the Teaching Assistants are well-informed about respective course objectives, schedules, requirements, and assignments.
* Contribute to the planning, budgeting, monitoring and evaluation of the quality and effectiveness of respective courses, and identification of learning points for course quality improvement and assurance.
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| 20% | **Course Design and Curriculum Development**: * Assist in the development of curricular offerings which are rigorous and appropriate to the needs of the College and students.
* Assist in assigning teaching duties to members of the department and submitting the department's scheduling of classes.
* Lead/assist in initiating changes in courses, requirements, or curriculum to the major or minor with prior approval from the Course Director.
* Support the Course Director in overseeing the advising of students majoring in the department, making sure that students meet the graduation requirements.
* Assist in conducting regular departmental reviews and evaluations of the faculty, staff, and departmental programs.
* Support the Course Director in facilitating regular curriculum review meetings to ensure up-to-date content knowledge and pedagogical strategies.
* Support the Course Director in the management of the departmental accreditation reports.
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| 20% | **Course Coordination, Monitoring and Evaluation**: * Assist in the process of recruiting, hiring, and orienting new faculty members and staff members.
* Lead/assist in encouraging and ensuring the professional development of all members of the department in both teaching and scholarship.
* Advise the department's newer faculty members of their progress and discuss with new faculty members the College's expectations in regard to teaching and scholarship.
* Support monitoring the quality of teaching of each faculty member and discuss with the member their perceived strengths and weaknesses.
* Assist in the submission of the departmental recommendations on hiring, retention, tenure, and promotion and advises the Course Director on the general performance of members of the department and on requests for leave of absence.
* Support the Course Director in supervising departmental employees including teaching assistants, and student assistants.
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Education Qualifications, Experiences and Skills:

* Undergraduate/graduate/post-graduate degree(s) or relevant professional qualifications in education or a related field.
* Experience working in education especially the post-secondary/higher education sector in Myanmar and/or Mon State for at least 3 years.
* Experience teaching young adults or training prospective teachers for at least 2 years.
* Knowledge of different education systems in Myanmar including mainstream and ethnic-based/community education programs. Prior experience teaching at Mon National Schools is preferred.
* Excellent communication skills across multiple languages including English and Burmese using a range of technologies. The ability to effectively communicate in Mon language would be a plus.
* Strong management skills including project/task/time management and prioritization and interpersonal/people skills.
* Strong analytical, innovative and strategic planning skills.
* Excellent work ethics and professionalism in a remote working environment.

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