

## **Project Manager – Vocational Centre (Special Education Needs & Disabilities)**

**Job Type:** Full-time

**Contract Salary:**

**Education:** M.Ed./B.Ed./B.Sc. in Special Education Needs (Intellectual Disability/Vocational Rehabilitation/Management) with RCI Registration is mandatory

**Experience:** Previous experience of (minimum 2 years) working in a Vocational center

**Location:** Mehsana, Gujarat

### **Job Summary**

We invite applications from Education professionals working in the field of Special Education Needs and Disability who are passionate to work with youth with Intellectual Disabilities in a vocational setting. He/she should be well versed to work with youth with cognitive disabilities. The job is primarily managing the project of catering to the vocational needs of youth with cognitive disabilities. The candidate must have experience of conducting assessment, planning, organizing life skills, pre vocational curriculum and Vocational programs. Candidate must have experience in supervision of staff and handling all aspects of a vocational project with various programs/options to offer.

### **Responsibilities and Duties**

- Plan and lead life skills, pre-vocational and skill based vocational programs for the students with the support of team of teachers and other professionals.
- Responsible for smooth operations at the center with full capacity.
- Initiate skills based programs which would support livelihood and eventually encourage the learners to be financially independent.
- Plan job mapping, candidates mapping, sales and marketing of the products made by the students with support from the team.
- Providing detailed updates to higher management, ability to generate reports and preparation of project report, surveys, and data for local, state, and national reports.
- To ensure maintenance of accurate and complete student records, prepare reports on children and activities, as required by laws, district policies, and administrative regulations.
- Performing budgeting and bookkeeping tasks, ensure the resources and teaching learning material is relevant and updated as per individual needs. Ensuring team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits
- Organizing reports, invoices, contracts, and other financial files for easy access
- Planning meetings and organizing project logistics in community awareness programs through collaboration with medical and para medical professional, community and social works, neighboring schools and clinics.

- Monitoring the daily progress of project, to ensure all students are assessed at the time of admission, track their progress and develop Individualized educational programs (IEPs) specific to each student's needs.
- Discuss child's progress with the team, parents, and therapist working with the child.
- Establish and maintain cooperative and effective working relationships with parents and other stakeholders.
- Maintain professional competence by participating in staff development activities, and curriculum development meetings.
- Mentor staff and therapist with guidance on professional learning.
- Ordering necessary office supplies
- Ensure smooth running of the services provided, establish and maintain a safe, orderly, and child centered environment.

### **Person Specifications**

- Ability to lead and mentor staff, build a strong team with a vision to serve to the project vision
- Good planning-Time management, complete tasks on time, quick response time and prioritize tasks.
- Displays patience, maturity and use good judgment in situations and decision making.
- Good technology inclination and computer literate.
- Good verbal and written communication skills.