



Colleges of Education Training Coordinator

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, USA, committed to improving the lives and learning of girls and boys worldwide through thoughtful research, practice, and partnerships. For more than a decade, we have partnered with individuals, government ministries, nongovernmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We have worked in more than 30 countries across the globe providing assistance in research and evaluation, curriculum and training, and policy and planning.

Role: The newly awarded Transforming Teacher Education is a five-year project funded by the United States Agency for International Development (USAID) and implemented in partnership with Florida State University. Its aim is to strengthen the capacity of Zambia's pre-service teacher training institutions to improve student learning outcomes. The project will focus on aligning pre-service education with current, evidence-based practices in primary school and in-service education programs. School-to-School International is seeking a Colleges of Education (COE) Training Coordinator to join the team in its Lusaka-based office. The responsibilities of the COE Training Coordinator may include, but are not limited to, the following bullets.

Responsibilities:

- Coordinate a variety of types of education and training for lecturers, graduate-level foundational courses on reading in Zambia, study tours, scholarships for master's programs, etc.
- Provide technical and logistical leadership for materials development and production
- Coordinate the design and delivery of teaching and learning materials, ensuring high-quality and timeliness of all deliverables
- Maintain partnerships with colleges of education and universities to support pre-service training
- Collaborate with Monitoring & Evaluation (M&E) and Collaborative, Learning, and Adapting (CLA) Coordinator to incorporate data into project learning and adapt project practices accordingly
- Develop and submit quarterly and annual reports, develop activity reports on an as-needed basis
- Perform other duties as assigned
- Negotiating with colleges of education and universities regarding timelines, participants, etc.
- Maintain partnerships with colleges of education and universities to support pre-service training

- Organize study tours
- Liaising with colleges of education and universities regarding scholarships for faculty
- Coordinate multisite trainings
- Plan and coordinate data collection trips
- Other duties as assigned by supervisor

Qualifications:

- Advanced degree in education or related field
- At least five years of experience in the education sector, experience working in higher education preferred
- Demonstrated ability to work with government, partners, and local government structures as well as in university, college, and school settings
- Strong leadership qualities and facilitation skills, experience working with teachers
- Experience in developing and producing teaching and learning materials and in managing the production and delivery of materials
- Experience coordinating simultaneous multisite trainings using a variety of platforms
- Excellent interpersonal communication skills
- Multitasking with the ability to successfully juggle competing priorities
- Strong verbal and oral communication skills
- Experience using technology for trainings, meetings, and presentations (Zoom, Skype, WhatsApp, etc.)
- Prior experience working with the Zambian higher education sector strongly preferred
- Prior experience coordinating donor-funded programs and activities a plus
- Fluency in English

Please submit a resume/CV and cover letter describing your interest and qualifications to info@sts-international.org no later than November 15, 2020 with the subject line “COE Training Coordinator.”

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by applicable law.