

Muskaan-PAEPID

Job Title: Special Educator

Location: Muskaan-PAEPID, Vasant Kunj, New Delhi

Experience: Minimum 1 year experience (freshers may apply)

Qualification: Specialization in the field of disability (preferably in the field of Intellectual Disability)

Type: Full-Time

Expected CTC: Negotiable as per experience and qualifications

Application Link: [Here](#)

Purpose: To drive the vocational skills programs in the students with intellectual disabilities by developing production capabilities in students and achieve production targets for the work units.

Key Responsibilities:

- To conduct trainings to develop vocational skills of students to prepare them to be ready for the work units.
- To conduct personality development programs for the students so that they are able to present themselves in front of others.
- To assess students' strength on regular basis and build capacities by placing them in the right vocations to achieve better productivity.
- To assist in designing and planning students' program to meet up with the development objectives of the students.
- To develop relationship with parents and regularly communicate with them on the development of their wards.
- To supervise and monitor production at the work units in respect to the overall plan and ensure targets are achieved on time with total involvement of the students.
- To organise raw material purchases and ensure they meet up with both quantity and quality standards.
- To assist to develop creative and innovative products / process and propose ways to market them.
- To conduct regular trainings for unit assistants / helpers/ associates so as to keep them updated with new products/ process / systems and skills.
- To ensure reports and records are timely updated on the students' progress and production status.
- To ensure fulfilment of the targets meet both time and quality standards as per the customer needs.

Secondary Responsibilities:

- To engage in the admission process by preparing assessments and reports of new learners.
- To deal with matters related to students' transportation/Arrival/Departure.
- To engage in the activities assigned to you from time to time.

Competencies Preferred:

- Public relations
- Good Communication skills: Oral & Written in Hindi or English
- People Management skills
- Problem solving
- Conceptualization
- Creativity and innovation
- Persuasiveness
- Action oriented
- Solution oriented