

Assistant Manager Skills Development



Responsibilities:

- Coordinate with various instructors, design curriculum & weekly lesson plans, develop Individualized Education Plans (IEPs), and understand student learning outcomes for individuals with Down syndrome.
- Efficiently conduct life skills classes and manage vocational programs during the stipulated time and period and create a conducive learning environment for individuals with Down syndrome.
- Maintain records to evaluate progress of individuals with Down syndrome as per the goals set.
- Conduct monthly meetings with parents to ensure equal involvement in student's academic/vocational growth.
- Develop and maintain IEPs, assessment reports, monthly progress reports and attendance for each student.
- Respond to queries of parents in stipulated amount of time and provide appropriate facilitation.
- Conduct appropriate research and collect objective data for gauging process of the programs.
- Monthly/quarterly reporting to the head of department.
- Ensure any other necessary documentation required for the department's effective functioning.
- Oversee smooth functioning of all Skills Development programs at KDSP.
- Any other task as assigned by the Management.

Requirements:

- Bachelor's degree from an HEC recognized institution.
- 1+ year of relevant work experience.
- Exceptional written and verbal communication skills.
- Must have excellent creative skills.
- Highly organized, responsible and compassionate.
- Must be able to work in close collaboration with peers.
- Must be proficient with using Email and MS Office Applications.

To apply, please email your CV at **jobs@kdsp.org.pk**
Please mention the position title in the subject line.



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