

## **1. JOB IDENTIFICATION**

- 1.1 Position Title : Assistant Lecturer (ECCD)  
1.2 Position Level : Position 6  
1.3. Occupational Group : Academics  
1.4 College : Paro College of Education, Paro

## **2. MAIN PURPOSE OF THE POSITON**

Primarily, she/he is expected to teach Early Childhood Education (ECCD) modules in the Diploma in ECCD Programme, Bachelors in Education (ECCD) at a later stage, and other related educational modules.

In addition to the Teaching, Research and Innovation, and Services that she/he has to carry out on a regular basis, she/he is also expected to do the following;

1. She/he should be able to assist the college in reviewing of programmes and developing new programmes;
2. She/he should be able to provide professional support to the members of the ECCD faculty in school curriculum development and change;
3. She/he should be able to support in the leadership in the management of the programme;
4. She/he should be able to write modules associated with the programme;
5. She/he should be able to coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
6. She/he should engage in scholarly research work in his/her field of study; and
7. She/he should be able to contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside the University.

## **3. GENERAL ROLES AND RESPONSIBILITES**

### **Teaching**

1. Contribute to elements of teaching within clear and established programmes as conducting tutorial classes or team teaching with a senior academic;
2. Support learners and /or supervise class activities in specific areas of activity according to established procedures as language lab or practical work;
3. Monitor student progress and provide feedback;
4. Assist with the administration and support in marking of assessments;
5. Assist senior academics with the preparation of module/programme materials;
6. Prepare lesson plans and teach full modules by at least the second year at this level. However they may teach diploma programmes immediately;

## **Research**

1. Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating for focus group discussions;
2. Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating bibliography;
3. Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
4. Contribute to designing and development of research projects for generation of research funds;
5. Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse and research presentations;
6. Help academic and researchers in preparation of manuscript such as general layout, proof reading for editorials, binding and compiling of materials etc., for submission to academic and scholarly journals or publications;
7. Carry out research with senior academics and researchers and contribute to major publications as co-authors;

## **Services**

1. Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside;
2. Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
3. Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
4. Contribute to the running of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
5. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
6. Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization;
7. Provide guidance to other staff and students;
8. Organize and coordinate meetings and discussion related to administrative and managerial issues in respective department/school/programme unit;
9. Assist in the preparation and organization of university/college wide functions; and
10. Assist in the organisation of community services.

#### **4. SPECIFIC ROLES AND RESPONSIBILITIES**

He/she should be able to teach the modules of Diploma in ECCD Programme and ECCD modules of the Bachelors in Education.

#### **5. KNOWLEDGE SKILLS & ABILITIES (KSA) REQUIREMENTS**

1. Ability to demonstrate high level of commitment to teaching.
2. Ability to listen and being open to multiple views, perspectives, and feedback.
3. Engagement in continuous learning and development, and committed to continuous improvement by way of recognizing to change personal, interpersonal and managerial behavior.
4. Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.

#### **6. EDUCATION**

Bachelor of Arts (BA)/Bachelor of Education (B.Ed) specializing in early childhood education.

#### **7. EXPERIENCE**

Minimum of 5 months practicum in a real ECCD situation is required as a part of the Bachelor's degree.