

## **1. JOB IDENTIFICATION**

- 1.1 Position Title : Lecturer/Associate Lecturer (Math)  
1.2 Position Level : Position 4/5  
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 the modules in the Master of Primary Education (Math), modules in the Bachelors in Education (Primary), and other educational modules.

In addition to the Teaching, Research and Innovation, and Services that she/he has to carry out on regular basis, she/he is also expected of 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 Math's faculty in school curriculum development and change;
3. She/he should be able to provide 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. Teach modules (full load) and support students within own subject area at least up to the undergraduate level;
2. Set and mark assessments, and advise students on their progress;
3. Develop and deploy teaching-learning materials in area of own expertise;
4. Plan and review own approach to learning;
5. Take responsibility for organizing own activities and for the management of allocated resources;

### **Research and Innovation**

1. Generate fund for the University through research projects, consultancies and advices;
2. Supervise research projects and dissertation where these are part of the programme(s) of study;
3. Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
4. Carry out literature searches within pre-specified parameters;
5. Run analysis/interpreting data using specified and agreed techniques/models;
6. Prepare summary reports of research methods/findings;

7. Contribute to dissemination and publication of research findings; and
8. Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including few in reputed journals.

### **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 operation 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; and
7. Provide guidance to other staff and students.

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

He/she should be able to teach the modules of Master of Primary Education (Math) and math modules of the Bachelors in Education (Primary).

### **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. Sound skills in research, analysis and dissemination of knowledge mainly by way of publication.
5. Ability to master in a particular field of specialization and provide excellent learning outcomes among the students.

### **6. EDUCATION**

Master of Education (M.Ed) associated with specialization or major in Primary Math or any other Masters associated with specialization or major in Primary Math.

### **7. EXPERIENCE**

The candidate must have relevant experience as follows:

1. She/he has taught Math for 2 – 5 years in Bhutanese School.
2. She/he has worked in school Math policy and curricula development and implementation for Bhutanese School.

3. She/he has provided professional development/leadership/trainings/other support to Math teachers in Bhutanese School.
4. She/he has worked on national/international projects related to school Math curriculum development for Bhutan.