

S. CHAND HARCOURT

Job Description: Teacher Trainer

Location: Region Allocated at the time of offer/ discussion

The Organization

Houghton Mifflin Harcourt (HMH) is one of the leading educational publishers in the United States. The company publishes a comprehensive set of educational solutions, ranging from research-based textbook programmes to instructional technology to standards-based assessments for elementary and secondary schools and colleges. In 2006 and 2007, Houghton Mifflin and Harcourt merged with River deep, bringing together two of the most respected print publishers with the leader in interactive courseware. Now, HMH has established a joint venture with S. Chand, one of the leading textbook publishers in India, to create SCH. The vision of SCH is to integrate technology into education in India through a number of schools and commercial initiatives.

The Opportunity

S.Chand Harcourt has been created to provide a number of innovative educational solutions through various initiatives throughout India. Drawing on HMH's wealth of print products, technology assets, and expertise in e-learning, and combining this with S. Chand's long-standing experience in the Indian educational market, S.Chand Harcourt is positioned to become an innovative provider of forward-thinking 21st-Century educational solutions throughout India. S. Chand produces textbooks in a myriad of subjects for all years within the Indian school market. Houghton Mifflin titles include school textbooks for grades K to 6, McDougall Littell school textbooks for grades 6 to 9, a wide variety of assessment products through Riverside Publishing, and both print and technology products through Great Source. Harcourt titles include school textbooks for grades K to 6, Holt, Rinehart and Winston school textbooks for grades 6 to 9, Rigby readers, Saxon math and English products, and Steck Vaughn reading, math, social studies, and assessment pieces for K to adult. The Company's flagship technology products include Destination Math®, Destination Reading®, Learning Village®, the Edmark® House Series, SkillsTutor®, Earobics®, and Larson Learning®.

The Position

The S.Chand Harcourt Teacher Trainer (TT) will be chiefly responsible for creating all teacher training documentation and processes for all SCH educational initiatives that require teacher training (private school, government school.). Working under the leadership of the Teacher Trainer lead, the Teacher Trainer will work with the Teacher Training team to create and review Teacher Guides, lesson plans, and other training files that are integral to how S.Chand Harcourt products are taught in schools and learning centres. The Teacher Trainer will have knowledge of teaching and education, as well as experience in training methods and processes. S/he will be expected to gain an intimate understanding of the print and digital products available to S.Chand Harcourt, and how teachers might be best trained to use these products most effectively in different learning environments and through different modes of delivery. The Teacher Trainer will work with the S.Chand Harcourt team to promote the S.Chand Harcourt educational vision in all training situations, and will therefore be required to have sound product knowledge for all initiatives.

Responsibilities:

- Works with the Teacher Training team in providing and disseminating a clear understanding of the SCH educational products and offerings available to schools, and other SCH educational initiatives.
- Delivers the effective training program as per the school level.
- Responsible for managing relationship with the schools in the assigned territory
- Works in coordination with Training team, identifying and documenting effective teacher training program.
- Follow the processes for all SCH educational initiatives and implementing these in the schools in India & abroad.
- The Teacher Trainer will work with the Teacher Training team to create and review Teacher Guides, lesson plans, and other training files that are integral to how S.Chand Harcourt products are taught in schools and learning centers
- Helps in the creation and / or review of all aspects and types of teacher training documentation: establishing training program directly for teachers in schools, writing teacher guides, and setting up programme schedules, etc.
- Serves as point of contact for all pilot schools, learning centres, and other educational establishments that avail of SCH teacher training program.
- Coordinating with IT Support team to ensure proper functioning and implementation of the e-learning program.
- Visits the schools, other educational establishments that avail of SCH teacher training program as required for training and monitoring / review and feedback purposes .
- Creates appropriate teacher feedback and evaluation forms
- Advises on appropriate customization of multimedia and other educational products or solutions so that they meet the expectations of teachers in the field.
- Coordinates with Sales team and supports them in all the possible areas of work.
- Giving presentations and demonstrations to the schools/ clients regarding the educational offering
- Visiting schools to develop and identify the business opportunity in assign area.

Qualifications:

- Bachelor's degree or equivalent in Education, the Arts, or Business preferred
- Minimum of 3 years experience contributing strongly towards the design and creation of teacher training programs; experience in training on digital products a plus
- Self-motivated, able to work with and communicate effectively with teachers and other trainers
- Experience of putting together clear and time-effective training programs
- Excellent communication, presentation and organization skills
- Able to meet deadlines regularly and to highlight risks at early stages
- Experienced at communicating training goals and details to teachers and of differing abilities and core subject expertise
- Understands current trends in education and the education market
- Interested in students and educators; wants to provide quality deliveries that enable educational professionals to succeed.
- Passionate about creating learning products, keen to understand different audiences and how they learn, and eager to get users to love a product for its instructional/learning effectiveness
- Very good attention to detail, and highly process oriented
- Committed to excellence