

Program Manager for Functional Literacy

Position Summary: This role reports to the Director of Program & Training. It is anchored on our belief that teachers are key change agents in a school community. **The role involves developing TFP's Functional Literacy programs and ensuring that these are properly implemented by the Teacher Fellows in their respective schools. The role contributes directly to the attainment of our desired student outcomes.**

The Program Manager for Functional Literacy is a member of the Program & Training team (P&T). The team reviews and updates the Transformational Leadership Curriculum© (TLC©) learning objectives, selects learning content, develops modules to create exercises, experiences, and a learning environment in order to achieve intended outcomes for TFP Teachers. Working with other function teams, the P&T team works systematically to understand the needs of the Philippine communities and designs a high quality curriculum and programs. This design is based on the TLC© framework and overall Program Framework, where a set of competencies have been identified for Fellows that, if realized, will enable our communities to impact most significantly on the vision and work of Fellows within the two year Fellowship, and beyond as Alumni.

For this role, the organization is looking for an excellent Program Manager who is open to learning to ensure that the functional literacy programs are initiated, designed, implemented, monitored and reported excellently.

- ***What is the job's purpose?*** The purpose of the job is to accelerate Teacher Fellows' specific speciality in the teaching of reading and numeracy [functional literacy].
- ***How does the job fit within the organization?*** Without a Manager focused on developing competitive and quality programs on Functional Literacy - the most in demand skill in the public school system - TFP Teachers would not be able to achieve optimum success inside and outside of the classroom, and students would continue to have learning difficulties in reading and numeracy.
- ***Why is the job important?*** Without being successful in their jobs in the public schools, Teacher Fellows cannot complete their two-year Fellowship in good standing or contribute to the attainment of our shared vision by becoming excellent Alumni Ambassadors for the organization. Approximately 24.5 Million Filipino children in public schools around the country can benefit from additional learning inputs in reading and numeracy. TFP Teachers can help them develop these essential skills, while also experiencing their own successes in teaching in a public school setting. In the long-term, the goal is for our TFP Teachers to join our Alumni and staff in passionately driving collective, systemic change inside and outside the organization, and making an excellent education available to all Filipino children within our lifetime.
- ***What position does this job report to?*** This role reports to the Director of Program & Training.
- ***What are the main challenges facing this role?*** This is a fast-paced job which may lead the individual to set aside their own professional development. The expectation is for the program manager to align with their direct supervisor for professional development opportunities.

RESPONSIBILITIES	QUALIFICATIONS
<p><u>Transformational Leadership Curriculum</u></p> <ul style="list-style-type: none"> ● Commit to aligning programs with the established training and program frameworks of Teach for the Philippines. ● Provide inputs and recommendations to the Program & Training Director and Chief Program Officer to revise, finalize and publish the TLC Curriculum for the Fellowship and Public School Teacher Pathways programs, in alignment with the Functional Literacy programs implemented in public schools ● Align regularly with the Transformational Teaching Training Manager to ensure that desired competencies for delivering the Functional Literacy programs are developed in TFP Teachers 	<p><u>Role Requirements</u></p> <ul style="list-style-type: none"> ● Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippines. ● Commitment to Constant Learning and the Core Values of Teach for the Philippines Bachelor’s degree or MA in Education, with units on Literacy preferred ● 4 or more years of teaching experience required, with 2 or more years dedicated to teaching functional literacy Experience as a Program Manager and Developer required ● Willingness to travel and work on some weekends. ● Willingness to perform in an output-based capacity
<p><u>Commitment to Student Outcomes</u></p> <ul style="list-style-type: none"> ● Coordinate with the Instructional Coaching (IC) and Data & Impact Assessment (DIA) teams to identify indicators, monitor outcomes, and collect data on student achievement in order to inform the Functional Literacy programs. ● Analyze student achievement data and problem-solve with core members to prioritize program inputs that most impact student performance. ● Coordinate with the ICMs and training managers to use this data to give feedback to Teachers on how they can improve delivery of the Functional Literacy programs. ● Observe program implementation by TFP Teachers in their classrooms to gather data on student learning and teacher proficiency in order to inform program development. ● Stay updated on the latest trends in functional literacy - and be proactive in sharing these to other members of the team (P&T, IC, and DIA) 	<p><u>Skill Competencies</u></p> <ul style="list-style-type: none"> ● Proven experience in stakeholder management (public and private) ● Proven knowledge of pedagogy, program design and assessment for students. ● Proven ability to manage programs from initiation to evaluation and reporting ● Strong research and communication skills. ● Strong organizational skills and attention to detail, specifically in keeping accurate records. ● Strong critical thinking and problem-solving skills ● Strong writing skills and presentation skills
<p><u>Program Management</u></p> <ul style="list-style-type: none"> ● Oversee designing, planning, implementation, monitoring and evaluation, and iteration of TFP Functional Literacy programs by TFP Teachers in their placement schools ● Onboard TFP Teachers on program delivery <ul style="list-style-type: none"> ○ Where needed, assist TFP Teachers in initiating and contextualizing the programs for their schools ● Work with the DIA team to create a monitoring & evaluation framework for the program 	

- Monitor the implementation of the program based on the approved monitoring and evaluation framework
- Create mid-year and end-of-year program reports based on the approved monitoring & evaluation framework with recommendations for program iteration

Relationship Management

- Help the P&T Director and Chief Program Officer in maintaining relationships with experts and professionals working in the field of education, specifically in functional literacy
- Collaborate with the Development Team to manage relationships with funders who are interested in the Functional Literacy programs
- Support the P&T team on cross-functional projects for the organization and in meeting funder-related requirements as pertains to the Functional Literacy programs
- Collaborate with other Functions as assigned by the Director of Program & Training.

Skill Competencies

- Proven experience in stakeholder management (public and private)
- Proven knowledge of pedagogy, program design and assessment for students.
- Proven ability to manage programs from initiation to evaluation and reporting
- Strong research and communication skills.
- Strong organizational skills and attention to detail, specifically in keeping accurate records.
- Strong critical thinking and problem-solving skills
- Strong writing skills and presentation skills

Character Competencies

- Proven ability to work relentlessly toward goals.
- Proven ability to work in a fast-paced, data-driven and deadline-driven environment
- Ability to work under minimal supervision
- Resourceful and proactive