

## Special Educator – Ghar Programme

Location: Greater Noida  
Reports To: Manager, Ghar Programme  
Full Time/Part Time: Part Time



### Section 1 | About Udayan Care

Udayan Care, an ISO 9000 certified organisation, has been working for the quality care of disadvantaged children and women and youth for over 24 years, with the endeavor of providing sustainable rehabilitation. The mission of “A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society.” is what drives its 130 employees and close to 800 volunteers to action.

Udayan Care has been accredited by Give India, Guidestar and Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the **National Award for Child Welfare 2014**—India’s highest commendation for a non-profit child welfare organisation constituted by the Government of India for its efforts to bring smile in the life of young children.

### Section 2 | Purpose of the Role

To work as a part of a committed and dedicated care giving team comprising of managers, social workers, care staff, mentor parents and volunteers catering to special needs of the students and achieve the best possible outcomes for children living in ghars – Udayan Care’s children’s residential care programme for orphaned and abandoned children.

### Section 3 | Key Responsibilities

#### Overall

- Identify the needs of assigned students through formal and informal assessments
- Review referral data, history and assessment data to develop appropriate goals and objectives for each student.
- Confer with general education teachers regarding the educational, social, emotional and physical needs and objectives of each student.
- Design and deliver lessons geared towards the individual needs and capabilities of the students; Plan and design appropriate teaching strategies.
- Prepare instructional materials and lesson plans according to Individual Educational Plans (IEPs), reviewing it with Line managers, parents, school administrators, general education teachers, school psychologists, learning disabilities specialists, speech/hearing specialists, and school social workers to provide an integrated plan for developing the capacities of their students.
- Utilize appropriate methods of learning delivery and instruction to meet the needs of each student in the Least Restrictive Environment (LRE)
- Monitor, evaluate and document each student's progress utilizing appropriate measurements and assessment devices
- Set learning goals for each student, assess their progress and record their evaluations. Update progress of their students and enlist mentor parental support with behavior control

and home activities designed to supplement their classroom lessons.

- Make their rehabilitation plans and prepare them accordingly
- Education and vocational training
- Prepare them for independent living, trainings in relationships, sexuality, household, financial management
- Prepare timely progress reports for each student

**Liaising with donors, funders & sponsors**

- Share needs identified for children’s development, details of the activities/interventions planned as per children needs with Funders, Donors, as intimated by Line Manager
- Linkages with corporate for placements, after placement, continuous contact and inputs
- Support the Line Manager with regular reports of the child’s progress as and when required

**Section 4 | Skills & Knowledge**

**Skills**

- Ability to engage with and communicate with children
- Ability to advocate for children
- Ability to plan and prioritize workload effectively
- Written and oral communication skills
- Assessment and analytical skills
- Networking Skills, Problem solving skills
- Literacy in computers – word, power point, excel, electronic communication
- Ability to think and act on own initiative

**Knowledge**

- Moderate/severe credential required
- Experience working with multiple disabilities, including autism, Dyslexia, spectrum, ADD and ADHD, learning disabilities, developmental delays and abuse/neglect issues
- Positive, compassionate personality
- Ability to evaluate students accurately and objectively
- Excellent communication and teaching skills

**Section 5 | Experience and Qualifications**

**Experience**

- 2-3 years of work experience with special children preferably in NGO sector

**Educational Qualifications**

- Masters in Early Childhood Development/ Psychology/degree or diploma in special education/any relevant qualification

**How to Apply:** Please download and fill the Application form and send to [jobs@udayancare.org](mailto:jobs@udayancare.org) along with your updated c.v. Do mention the post you are applying for in the subject line.  
Contact Person: Sarika (HR Officer)