



eVidyaloka
To Educate - Anywhere Anytime

Roles & Responsibilities: Class Administrator

This role plays the role of a bridge or an anchor point across the Teachers, Class assistant, Children and the eVidyaloka back end team.

Involvement of a Class Admin falls under these four categories:

Class Operations – Class Schedules, Curriculum Plan, Assessments

Engagement with Teachers (Remote) & Class Assistant (Rural)

Child Coordination

Reporting

Typical responsibilities include:

- Work with the Program Manager to draw Timetable and the Curriculum Plan for the Centre
- On-board the Operational Plan in “My eVidyaloka” portal with the help of back end eVidyaloka coordinator
- Coordinate the implementation of the planned Timetable in the Centre
- Encourage and Monitor adoption of My eVidyaloka portal by the Teachers and the Village Class Assistant
- Track and monitor the Topics covered by the Teachers against the Curriculum Plan
- Seek feedback from Children and communicate to the Teachers – through My Students section
- Able to resolve trivial connection issues, to help the centre and volunteers for smooth conduct of the class
- Continuous engagement with the attached set of remote Teachers and Village Class Assistant and invest in building cordial relationships
- Raise proactive and timely, any issues of concern, to the eVidyaloka Coordinator, based on the outcome of the discussions with Teachers, Village Assistants and the Children
- Raise back up teacher requests in advance with eVidyaloka coordinator in case of temporary unavailability of Teachers or permanent Teacher attrition
- Conducts/facilitates the following meetings:
 - Weekly meeting with the Village class assistant
 - Fortnightly meeting with the 10 Children (Typically on Saturdays)
 - Monthly meeting among the eVidyaloka Teachers
 - Quarterly meeting with local school teachers and eVidyaloka Teachers
- Ensure data in place for the following reports:
 - Weekly Class operations status – No of class planned vs actual, Topics covered, Children attendance
 - Weekly Checklist review with Class Assistant
- Invest in coaching and developing the Class Assistant to do their job better, as they come with raw experience, probably low in confidence levels but high motivation levels.