

Duties of Centre Admin



Basics- Running classes (L0 Level Admin)

Interaction with Teachers

Maintain contact via WhatsApp



Have a group with the teachers in your centre



Confirm availability of teachers the day before the class



Keep them updated about any relevant information (class cancelled, delayed, etc.)



Communicate any updates or information from eV team to the teachers promptly

Interaction with Class Assistant

Maintain contact via phone call/text messaging



Update them of schedule the day before and changes if any



Ensure infra at school is functional for the day



Remain available on phone during the class hours to handle exigencies.



Communicate information from eVidyaloka to assistants and school

Interaction with ev Backend

Remain available on Skype/WhatsApp/email etc.



Help maintain time table and create and update sessions on portal as needed



Update status of classes for the finished day including if any classes were swapped

FORMAT Example: 1/2 centre1; 1st class by X got cancelled because *reason*, 2nd class by Y happened but *issues faced*



Pass on any concerns from other parties to coordinator



Inform Coordinator of special needs like backup teachers

Additional assistance

Providing Teacher Feedback

- Maintain record of exceptions occurring at teacher side and school end
- Questionnaire to evaluate performance of each teacher to be filled at end of each term

Session update on portal

- Create new session or update session when change in schedule/time table happens
- Ensure teachers update on the correct sessions in these cases

Taking call on minor day to day issues

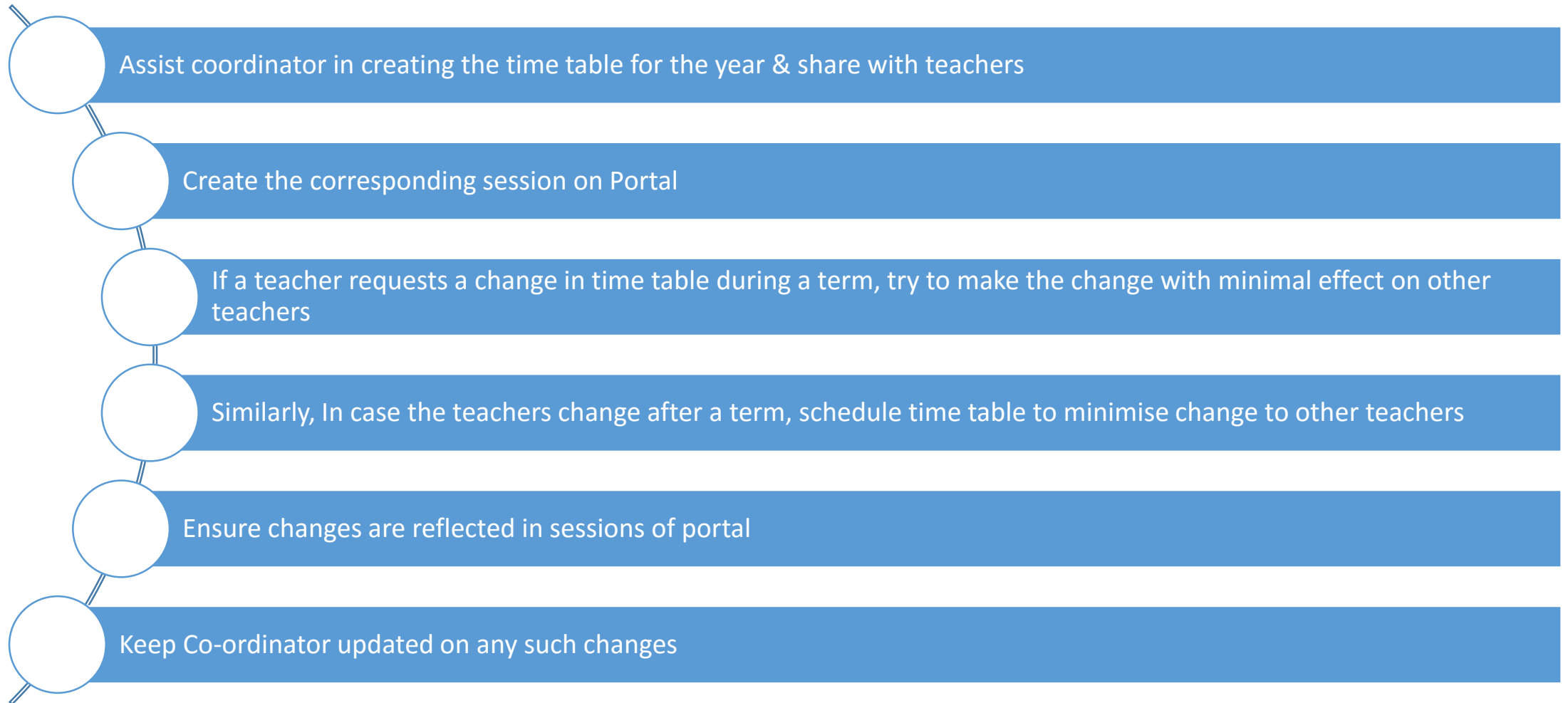
- Handle minor/trivial issues at centre or with teachers to facilitate smooth conduct of classes
- Keep tab on such occurrences to see if it is a regular concern.



Scheduling & Reporting

(L1 Level Admin)

Time Table Scheduling



Taking feedback

Feedback to be taken via meetings, preferably in the following regularity

Class Assistant: Weekly

Students: Fortnightly

eV Teachers: Monthly

School Teachers: Term wise



Data from feedback to be regularly forwarded to eV team (via coordinator)

Particularly important for feedback from class assistant

Also include summary of class status for the week



Communicate issues identified to teachers and rest of the team via portal

Also to be used as an incentive for the teachers to use the portal and FB@work

Escalating to eV Coordinator

Raise issued derived from feedback to eV coordinators promptly

Complaints, if any, about teachers from assistants are of highest priority



Escalate repeated occurrences of technical problems with the centre



Inform temporary or permanent need for back up teachers immediately

To be done well in advance so that alternate arrangement can be made



Ensure coordinator is made aware of any untoward incidences that occur at centre



Inform coordinator if a teacher is not taking advantage of any of the teaching tools provided

Include reason claimed by teacher when informing



Training, Monitoring & Reporting (L2 Level Admin)

Guidance & Monitoring

Portal usage

- Verify that teachers and the class assistant are clear on how to use the portal
- Provide assistance in getting them more familiar with using the My eVidyaloka page
- Ensure that the teachers update their session details by end of day

FB@ work

- Ensure teachers are aware of and are comfortable with using FB@W
- Guide them through using the forum to exchange ideas and tips with other teachers
- Take note of any concerns from teachers(regarding policies of use, security, etc.) and escalate if necessary

Topic tracking and assessments

- Track and monitor the Topics covered by the Teachers against the Curriculum Plan
- Ensure worksheets are prepared in advance to use during their absence.
- Ensure assignments and assessments are conducted & results shared regularly
- Invigilate the assessment tests for students in case of absence of teacher

Tool Guidance and Training

My Classroom

- Ensure both teachers and Class assistant are comfortable with using the portal
 - If not, either guide them through the tutorial or get coordinator to engage and train them
- Coordinate between both parties and ensure updates happen regularly and accurately

Teaching Aids

- Ensure teacher is familiar with aids like PowerPoint & Whiteboard
- Train or arrange with coordinator for training if a teacher is not comfortable with such tools
- Escalate to coordinator if particular teacher is not taking advantage of tools regularly

Video Conferencing Tools

- Verify that the teacher and the class assistant is comfortable using the relevant video tool(usually Skype or hangouts)
- In case of special cases (especially corporate volunteers), ensure that the class assistant is able to operate the special tool.
- Familiarise yourself with the relevant tools too so that help at a pinch can be provided directly
- Escalate issues that seem to repeat or is persistent.