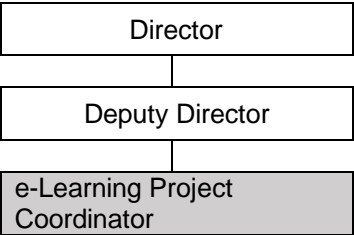


JOB TITLE	e-Learning Project Coordinator
REPORTS TO	Deputy Director
DEPARTMENT	Education
JOB PURPOSE	
<p>As the e-Learning Project Coordinator of the Cape Town Science Centre (CTSC), you will be joining the center's education team, which is dedicated to making a positive difference in Mathematics and Science education in the Western Cape. The successful candidate will play an essential role in growing the CTSC's Mathematics and Science e-Learning Project on a grassroots level, working in collaboration with the Western Cape Education Department (WCED) and Siyavula* to connect with schools and teachers, and promote the use of the Siyavula platform, to improve Mathematics and Science results in the Western Cape.</p> <p>In keeping with the ethos of the CTSC, exciting workshops, presentations, and other creative activities, will form part of your engagement strategy to this end. You will be supporting teachers by teaching them to use the Siyavula platform in a way that allows them to support their learners use of the platform. You will be required to assist and troubleshoot technical or other user issues that may be experienced by the teachers and learners using the Siyavula platform, and when/if required with the assistance of a Siyavula team member. You must be able to confidently discuss high school level Mathematics and Science with both teachers and learners.</p> <p><i>*Siyavula is an educational technology platform with a mission to create and enable engaging, integrated, high-quality learning experiences in Mathematics and Science (www.siyavula.com)</i></p>	
PRINCIPAL ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Become highly proficient at using Siyavula's services and dashboards and strive to continuously improve your knowledge of their systems. • Directly support and coach teachers within a selected portfolio of schools within the Western Cape through virtual, on-site and in-person engagements to meet The CTSC e-Learning Project goals. • Be responsible and ensure that targets are reached for onboarding and training of learners and teachers. • Facilitate and support teachers to incorporate Siyavula Practice into their formal teaching plans. • Train and support teachers and department officials (WCED) to access their dashboards. • Train and support teachers and department officials (WCED) to use the monthly Siyavula report in their own reporting. • Be responsible for assisting teachers with troubleshooting technical issues. • Develop fun and creative engagement programmes, which include presentations and workshops based on e-Learning technology and platforms. • Build and maintain trust between Siyavula and its users: the focus being primarily on high school learners and active teachers. • Assess and understand our users' experience in order to assist them in using Siyavula products with the resources at hand. • Work to provide excellent support and demonstrate a strong desire to help your portfolio of schools engage with the product. • On a weekly basis, track progress to goals for your schools, and if required implement possible solutions to mitigate problems encountered. • Report back to the CTSC Deputy Director regularly on the project, specifically progress in general and relationships with WCED officials, Siyavula and schools, including school visits, insights, and lessons learnt. • Assist the Deputy Director in the collation of information, project documentation and write reports as required • As part of the CTSC's education team, participate in and contribute towards the education programmes of the CTSC as required 	

SCOPE	ORGANOGRAM	
Education	 <pre> graph TD Director[Director] --- Deputy[Deputy Director] Deputy --- Coordinator[e-Learning Project Coordinator] </pre>	
EDUCATION, EXPERIENCE & SKILLS		
<p>Education:</p> <ul style="list-style-type: none"> • BEd, BS or similar. <p>Experience:</p> <ul style="list-style-type: none"> • 1-2 years in a similar environment/role • Participation or/and facilitation of educational coding programmes and robotics competitions would be advantageous. • Developing educational materials would be advantageous • Project management would be advantageous <p>Knowledge / Skills:</p> <ul style="list-style-type: none"> • Fluent in English and Afrikaans. Proficiency in isiXhosa advantageous. • Proficiency in Mathematics and Science at a high school level. • Experience in facilitation training or support.. • 'Tech savvy' and must be able to demonstrate a personal interest in using technology. • Be able to troubleshoot technology challenges on the go. • Strong work ethic and ability to work efficiently and effectively with minimal supervision. • Excellent organisational and planning skills. • Able to effectively communicate in conversation and in writing. • Can present with confidence to a large audience. • Strong attention to detail and strong reasoning and critical-thinking skills. • Ability to maintain and nurture relationships. • Valid driver's license (min 1 year) and vehicle. • Passionate about improving education both locally and globally and promoting the use of technology in education • Embrace transparency and openness as a general operating procedure. 	<p>YES/NO</p>	

I _____ have read and understand the job description deliverables contained herein.

Signature: _____

Date: _____