

Roles and Responsibilities of ManaBadi SITE (location) Coordinators-

*****Must have basic skills in reading, writing, speaking Telugu language******

- Site coordinator is the ultimate responsible person for the smooth running of the ManaBadi classes at the location.
- Coordinators should work with the regional and/or central ManaBadi teams in the expansion efforts. Ideally, he/she would build a team (outside of the regular teachers) to help with the expansion efforts like Prabhanjanam.
- Must be a team player
- Must have positive attitude, and be a good listener.
- Must be a project manager/ program manager/ change manager
- Must be able to communicate effectively and in a timely way with ManaBadi management
- Must be able to communicate effectively and in timely manner with teachers, parents and students in regards to
 - location specific weekly updates, upcoming events, holidays etc
- Must be able to communicate effectively and in timely manner with facilities coordinators/ staff/ custodians and other facility personnel in regards to sharing
 - ManaBadi calendar
- Must be approachable, friendly and non judgemental
- Must be willing to dedicate about 4 hours a week to handle the administrative tasks such as
 - must arrive 15 minutes prior to the start of the class, and stay at the location till all the classes end. Please make sure no kids are picked up by their parents/guardians.
 - ensure that the classrooms are open for the weekly classes
 - ensure all the teachers have all teaching materials available including textbooks, lesson plans, attendance sheets, stationery, markers, erasers etc
 - assist teachers in conducting the quarterly exams; assist in arranging the alternate times and locations for students who need a makeup exam.
 - ensure the exam papers are provided in a timely way
 - ensure all the current teachers information is entered on the portal.
 - **make sure the registered students are appropriately assigned to the right level and right section, within 2 weeks of the start of the classes.**
 - notify teachers about teachers discount. Share all the mails from Raju garu with the teachers / or parents as per the need.
 - ensure the teachers post the exam scores on the portal. Be willing to provide support and assistance to the teachers.
 - attend training sessions and any/ all other activities organized by ManaBadi
- Must serve as Conflict Manager (should the need arise)
- Must work cohesively with Regional coordinator, other ManaBadi teams such as Admin team, Portal team, cultural festival(MCF) team, Maatlaata team, Baalanandam team etc.
- Must be present on site every week and at all times while the ManaBadi classes are in session.
- If, cannot be present due to sickness or other emergency matters, must designate a responsible adult to oversee the tasks.
- Must keep student's records, families' contact information confidential. Should not share with other families/ groups.
- Must carry the location students roster to the center at all times but must not share with parents.
- Be accountable.
- Must be an advocate of ManaBadi program
- Must be willing to train interested adult volunteers to take on the role as his/ her successor.