

# Teacher Coordinator

## Position Summary

Higher Education sub-study aims to provide early childhood development interventions to approximately 4,000 families with children in their primary age located in Western Visayas. The study pilot will commence in April and will deliver foundational, targeted, and straightforward phone-based instructions designed to enhance numeracy and literacy learning outcomes.

The Teacher Coordinators (TCs) will be assigned to conduct assessment and weekly phone calls to deliver simple numeracy/literacy instructions to the students. They will also be assigned to reach out to the families and coordinate with the schools. The TCs will report to the Field Manager and Research Associate.

## Responsibilities

- Maintain close communication with the Field Manager and Research Associate. Report any problems and data collection challenges immediately.
- Communicate data quality issues raised by the teachers to the Field Manager in a timely manner.
- Support in monitoring project activities.
- Support in translating the phone call scripts.
- Attend weekly briefings.
- Can commit to work for 3 months.
- Submit deliverables on or before the deadline.

### **Deliverables:**

- Conduct sensitization assessment.
- Conduct weekly phone calls with study participants to deliver numeracy/literacy exercises.
- Promptly forward any queries from parents.

## Qualifications

### Required

- Bachelor's Degree in education, social sciences, or related field.
- Strong written and oral communication skills in English and Filipino.
- Strong problem-solving and time-management skills.
- Preferably who can speak Bisaya, Hiligaynon, and Kinaray-a
- Experience in conducting and managing surveys, particularly phone-based interviews or surveys.
- Proficient in using MS Word and Excel.
- Strong ability to work and communicate within a team
- Demonstrated attention to detail

### Preferred

- Experience in using tablets and electronic data collection applications (e.g., SurveyCTO) is a plus
- Teachers with professional license

## Reports to

Field Manager

## Location

Iloilo

## Application Instructions

Click [here](#) to apply now.

## About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and

decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to a tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

## **IPA's Commitment to Diversity, Equity, & Inclusion (DEI)**

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](#) to learn more about IPA's commitment to diversity, equity, and inclusion.

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Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at [jobs@poverty-action.org](mailto:jobs@poverty-action.org) or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to [jobs@poverty-action.org](mailto:jobs@poverty-action.org). Please note that only qualified applicants will be contacted by the hiring manager.