Position : **Head of Curriculum Development and Training**

Reports to : **Private Education Director (PED)**

Location : **Petaling Jaya**

Council Of Education

Description:

Head of Curriculum Developer and Teacher Training role in MCOE is working closely with PED, teachers, and school administrators to design, develop and roll out, including training the teacher, a curriculum that provides teachers with certified professional training in education. The person must research and incorporate current trends and data into the standard curriculum. The role is also required to include technology such as webinars, podcasts and other latest web-based training tools into their instructional methods. The person is responsible for updating training documents consistently and working closely with subject matter experts to evaluate and revise training tools as appropriate

Principal Duties:

- Research current trends, and data and synthesis relevant findings into the teaching curriculum.
- Explore adoption of technology such as webinars, podcasts, and other latest web-based training tools into instructional methods.
- Define course objectives
- Design content delivery and assessment methods
- Determine ways to integrate technology into the classroom
- Evaluate and revise existing curriculum as needed
- Adapt existing curriculum into digital formats
- Provide training materials or workshops to teachers

Preferred Skills & Qualifications:

Experience in teaching with a valid teaching license

Requirements:

- Bachelor's or Master's degree in Education
- Excellent written and verbal communication skills
- Proven experience in education management
- Experience in Technical Vocational Education and Training (TVET)
- Experience in inter-changes with National and Local Authorities
- Strong project management, multitasking, and decision-making skill
- Willingness and ability to travel

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