



TEACH FOR SENEGAL

Training and Support Officer JOB DESCRIPTION

Title: Training and Support Officer
Reporting To: CEO
Time Commitment: Full-time, 12-months renewable
Start Date: immediately
Location: Senegal-based (remote, but willing to travel to Podor and Partner communities)

About Teach For Senegal

Teach For Senegal (TFS) is a local association that is taking a unique approach to eliminating educational inequity in Senegal by enlisting Senegal's most promising future leaders in the effort. TFS offers a Fellowship to young Senegalese leaders from both the diaspora and within Senegal to serve as full-time teachers in their own communities for two years. TFS meets the pressing need for exceptional teachers in Senegal's understaffed low-income schools while fostering a constituency of young leaders positioned to advance the cause of educational equity and affect long-term systemic change.

Since its inception in 2019, Teach For Senegal has placed 35 Jambaars in 18 underserved schools in Podor, Senegal, impacting over 1,000 students directly and 5,000 students indirectly. By 2025, TFS plans to expand to recruit 140 Jambaars to teach in 65 communities.

Position Summary

The Training & Support Officer is a one-of-a-kind position that provides an unparalleled opportunity for the right individual to play an important role in developing Senegal's future leaders. Teach For Senegal is looking for a highly experienced individual who has a passion for building a young and dynamic team that will train and support our fellows to become exceptional leaders in the classroom and beyond. The individual must be a strategic thinker, an outstanding relationship builder, and a skilled officer who can lead a team to achieve ambitious results in an entrepreneurial environment. The Training & Support Officer will have the opportunity to shape a team and fellow cultures, design and execute fellow training programs, and innovate in the areas of teacher coaching/mentoring and leadership development. The Training & Support Officer is also a member of Teach For Senegal's Program Team and will have the opportunity to help steer the overall direction of the organization.

Responsibilities

Leadership

- Lead the development and execution of pre-service training (institute) and ongoing support to Fellows by setting and meeting ambitious goals aligned with the mission, vision, and larger organizational objectives of Teach for Senegal in coordination with the CEO and Leadership team.
- To help execute successful fellowship support, build and maintain relationships with institutions, local inspectors, communities, and youth stakeholders.



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- Collaborate effectively with the recruitment team to ensure a high percentage of selected applicants successfully join the fellowship.

Institute

- Oversee the planning, design, and delivery of sessions (pre-work, foundational sessions) at the 4-week Training Institute
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- Oversee the planning and execution of logistics at the Institute
- Develop and oversee the budget for the Training Institute
- Determine the vision of student success and the measures of success at the Institute
- Recruit and manage the Institute team – content
- Recruit and manage Institute team – operations
- Provide information and briefings as necessary to the whole team/external parties on the Institute
- Crisis management

Ongoing Training and Support

- Recruit and manage the Leadership Development team to support Fellows in classrooms during the school year.
- Determine the priorities and the measures of success for Year 1
- Put in place systems to track teacher and student progress, evaluate the effectiveness of training and support
- Oversee the design of a system to compile and analyze information collected by the Teaching and Leadership Coach (TLC)
- Together with the placement Officer, resolve issues that arise between Fellows and school management
- Oversee preparation of materials for Fellows to use in the classroom during the school year
- Develop training calendar forces
- Provide training to TLCs
- Oversee TFS training calendar for Fellows
- Oversee communication to Fellows – e.g. newsletters, Training Calendar updates, administrative items
- Oversee relationship with IEF to develop ongoing support
- Oversee relationship with Direction de l'Enseignement élémentaire (DEE)
- Develop retention strategy and engage high-risk Fellows

Partner Engagement

- Engage internal and external stakeholders (staff, fellows, students, parents, school and government leaders, organizational supporters, etc.) to foster broad alignment with and conviction in vision and goals for student, fellow, and alumni impact.
- Manage high-stakes relationships to design and deliver a training program that will facilitate an alternative route to teacher certification.



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- Build lasting partnerships with key leaders and organizations in the education community to gain support and resources for fellow training and development efforts.

Other Responsibilities

- Providing input into organization-wide strategic planning
- Developing implementation plan and budget
- Provide input and liaise with the appropriate person to migrate data into Salesforce.

Minimum Requirements

- Bachelor's degree
- 1-2 years in project management
- Speaking fluently in French, advanced English, and local languages are valued

Candidate Profile

- Passion for Teach For Senegal's mission and education.
- Excellent vision-setting, strategic thinking, and project management ability
- Outstanding track record of achievements and ability to operate with urgency and a sense of possibility in a fast-paced environment
- Experience working in a "high-growth" or "start-up" environment.
- Proficiency with Google tools (Docs, Email, Workspace, Sheets, Powerpoint)
- Ability to develop and cultivate relationships and networks to achieve results
- The willingness to work in an entrepreneurial, dynamic, and results-oriented culture.
- Excellent time management and problem-solving skills, and attention to detail.
- Commitment to excellence and accuracy, with an ability to make decisions in a changing environment.
- Strong time management skills and remain flexible to accommodate multiple projects simultaneously with tight deadlines.
- Ability to work independently while being a team player
- Ability to work independently and remotely

Benefits

1. Flexibility: We at Teach For Senegal operate with a culture of trust and a focus on impact and our Staff working with a great degree of independence to deliver excellent outcomes.
2. Leave: We have a comprehensive leave policy that also includes an organization-wide break at the end of the year.
3. Continuous learning and responsibility: Our culture is one of constant learning, with opportunities to grow in effectiveness and responsibility.
4. Global Support: Being part of the Teach For All network, our staff get support from partner organizations globally which include access to resources, opportunities for thought partnering, and invitations to participate in conferences

Compensation



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The salary based on the education level and experience. Since we are a small start-up we currently do not offer health benefits.

How to Apply

Please email your resume and cover letter at executive@teachforsenegal.org. Please label your email subject: "Application: Training and Support Officer." Only applicants invited to interview will be contacted.