



**Pre-Service Training (PST)
Teacher Empowerment for Student Success (TESS)
Project Training Assistant**

Scope of Work

POSITION SUMMARY

The Project Training Assistant (PTA) works closely with the Program and Training Specialist (PTS) to coordinate, implement, and evaluate a comprehensive technical training component for the Education Project. The PTA supports the PTS to ensure that trainees develop the skills, knowledge, and attitudes necessary to work effectively in the TESS assignment. S/he is responsible for the coordination of the local schools and local education officers in order to develop an appropriate training as well as observe practical teaching class and activities as requested by PTS; designing and supervising practicum and community activities for trainees. The PTA will also be responsible for assisting the PTS in developing training materials, handouts, and resource that the trainees will be able to use at their sites. And also keep track on task assignments and homework deadline. The PTA will work closely with TESS SLA (Site Logistics Assistant) to ensure the logistics of the technical training will go smoothly.

This is a contracted position and requires living and working fulltime at the central PST training site, with frequent travel to training villages. The PTA will be required to follow a six-day work week, with additional preparation time and activities in the evening, and on weekends and holidays.

MAJOR DUTIES AND RESPONSIBILITIES

Before Pre-Service Training (PST)

- Learns and understands Peace Corps' goals, policies, training philosophy.
- Learns about Peace Corps policies and procedures regarding Volunteer/Trainee.
- Works with PTS in order to develop a thorough knowledge of the project plan.
- Participates in pre-PST planning meetings and activities including full and active involvement in the TOT.
- Assists the PTS in the final preparation of the technical component for the Calendar of Training Events (COTE).
- Supports PTS in the technical component, where needed.
- Assists PTS to observe practical teaching class and other activities assigned in order to provide an appropriate feedback towards Trainees' performances.

- Coordinate with local community officials, schools, and community leaders, and resource persons for a smooth cooperation and collaboration.
- Work closely with Site Logistics Assistant (SLA) regarding logistics and administration matters for TESS Trainees throughout PST.

During Pre-Service Training (PST)

- Serves as key member of the PST team and is willing to work long hours while maintaining a positive and constructive attitude and by maintaining a high level of motivation, seriousness, and preparedness in training.
- Builds and maintains positive relationships, a spirit of cooperation, and teamwork with all PST staff and trainees.
- Coordinates with local community officials, leaders, and resource persons at the chosen training site to ensure full cooperation and collaboration. Assists PTS in contacting and communicating with schools and education officials in training villages.
- Surveys and selects resources and training venues in training villages for all technical training activities. Coordinates with local schools and helps to implement practical technical sessions and field trips.
- Supports the safety and security systems that are in-place for PST, including reinforcing to trainees their roles and responsibilities related to their personal safety and security.
- Helps PTS to monitor all technical training activities.
- Assists PTS to design, implement, and evaluate the hands-on practicum activities with local schools and education offices. Provides trainees with the tools they need to apply newly gained knowledge and skills in real school settings.
- Works closely with Site Logistics Assistant (SLA) regarding logistics and administration matters for TESS trainees.
- Assists PTS to communicate with Resource Volunteers, when needed.
- Prepares all official correspondence and invitation letters, certificates for local community partners, and all other documentation for the technical component.
- Helps to document/prepare training aids & equipment all guest speakers' sessions (including materials/handouts, as well as an evaluation of the presentation).
- Provides trainees with specific feedback on their performance and progress within the technical component on a regular and timely basis.

- Participates in a regular TESS and PST staff meetings to evaluate progress of the training program.
- Follows all reporting procedures and submits weekly and other regular reports to the PTS within deadline.
- Helps PTS to prepare and submit a final PST technical report following an established format (in both soft copy (CD) and hard copy) to the Country Director (CD), DPT, and TM.
- Maintains professional behavior and be a role model and cultural representative and a counselor for trainees.

QUALIFICATIONS

- Master's or Bachelor's degree in Education, English, Humanities or other related field.
- Experience in teaching -setting and familiar with student center approach. Knowledge about Thai education system.
- Experience working as an assistant or secretary. Ability to support team well.
- Ability to work within a cross-cultural environment especially Thai and American culture
- Thai nationality.
- Strong English communication: speaking and writing.
- Strong and experienced in administration: computer, coordination, organizational skills.
- Good presentation and communication skills.
- Personal skills: flexible, adaptable, reliable, good interpersonal, sensitivity to gender and diversity issues
- Ability to ride a bicycle.