

## JOB OPPORTUNITY

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994. Find out more details about Phare Ponleu Selpak at our website: [www.phareps.org](http://www.phareps.org)

We are now seeking a qualified Cambodian candidate to fill in the full-time position of Education Manager to be based in Battambang province, Cambodia.

### Job Summary

**Title:** Education Manager

**Department:** Education

**Direct Report to:** Executive Director

Phare Ponleu Selpak runs an arts integrated Kindergarten, Child Development Center and Library. The Education Manager is responsible for overseeing teachers and other educational staff to ensure they are aligned with the arts integrated programming and provide quality education. The manager will participate in the organization's strategic planning, budget development, staff hiring, and student admissions. They need to develop, coordinate, and implement educational programs and curriculum for the organization, and monitor the department's implementation to see the progress. The post-holder has to also ensure that educational activities align with the goals of the organization, maintain the educational standards, and compliance with educational standards and regulations.

### Main Duties and Responsibilities:

- Develop and implement educational programs and curriculum aligned with the institution's goals.
- Ensure deeper integration of the arts and the use of the arts in teaching.
- Coordinate closely with the Social Support Department on student issues.
- Develop and update the STEAM based arts integrated curriculum framework and lesson plans
- Monitor and evaluate teachers and staff to ensure they are providing quality education.
- Monitor student progress and assist with any issues or difficulties.
- Participate in budget development, staff hiring, and student admissions.
- Ensure compliance with educational standards and regulations.
- Schedule and facilitate training and professional development activities for staff.
- Plan, organize, and supervise the day-to-day operations for current and future education events.
- Participate in regular cleaning of materials and classroom spaces.
- Ensure a safe, healthy and inclusive learning environment without discrimination for students.
- Develop and implement systems to organize and monitor work activities.
- Maintain confidentiality of records, interactions and files of families and staff.
- Monitor the progress of new and existing teaching methods.
- Ensure all students are advised on a regular basis regarding their progress.
- Ensure timely, accurate data collection, measurement, analysis, and reporting.

### Qualification Requirements:

- A strong background (with minimum 5 years experience) in education management with roles that involve the development, evaluation, implementation of curriculum and other learning tools.
- At least a bachelor's degree in education or a related field, an advanced degree is an asset.
- Fluent in spoken and written both Khmer and English
- Excellent communication and leadership skills, including planning, coordinating, scheduling, and supervising staff.
- Good knowledge of business administration and experience in working with operating budgets with proficiency in Microsoft Office tools.
- Have a good knowledge of different forms of arts and possess of any art skills is preferred.
- Comfortable with public speaking, and meeting facilitation.
- Adherence to the vision, mission, and core values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy is a must.

Please submit your application with detailed CV and recent photo to PPSA through contact below  
**by 6:00PM of August 30, 2024**

Attention: HR Coordinator  
Anhchanh village, Ochar commune, Battambang city, Battambang province, Cambodia.  
Or [yuthyra.t@phareps.org](mailto:yuthyra.t@phareps.org)

Short-listed candidates only will be contacted for interview. The successful candidate must adhere to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy.