

Training Coordinator – Meghalaya Teacher Training Academy (MTTA)

Job Purpose

The Training Coordinator will manage planning, logistics, and operational coordination of all trainings conducted under MTTA.

About MTTA

The Meghalaya Teacher Training Academy (MTTA) is a professional body established to centralize and strengthen the quality of teacher training across the state. It functions in close collaboration with the Directorate of Educational Research and Training (DERT), which serves as the nodal agency for teacher education in Meghalaya.

The Academy has been set up as a “one-stop/ centralized” institution to streamline training efforts and avoid duplication of training efforts within the education system. By consolidating resources and initiatives, MTTA aims to enhance the professional competence of educators, which is critical to improving the overall quality of school education in the state.

The establishment of MTTA is Government’s commitment to ensuring that training is vetted by experts at MTTA and teachers receive high-quality pedagogical programmes.

Reporting

Reports to the Project Manager – MTTA.

Essential Qualifications and Experience

- Bachelor’s or Master’s degree in Education, Human Resources, or a related field, with minimum 3 years of demonstrated experience in facilitating trainings and coordinating capacity-building programmes.

Required Skills

- Demonstrated ability in **planning, time management, and coordination of large-scale training programmes**, ensuring timely execution and effective resource utilization.
- Strong communication, public speaking, and interpersonal skills to **engage diverse stakeholders, facilitate trainings, and build collaborative relationships**.
- Technical proficiency in **MS Office, Learning Management Systems (LMS), and instructional design tools**, with the ability to adapt content and delivery approaches to **local contexts and learner needs**.

- Strong skills in **documentation, reporting, and data-driven decision-making**, with the ability to synthesize field insights into actionable recommendations.
- Ability to facilitate **training sessions, workshops, and review meetings**, with adaptability to both in-person and digital modes of delivery.

Detailed Scope of Work

- Plan and schedule **training sessions, workshops, and extension activities for teachers**, ensuring alignment with **NEP 2020, state curricula, and MTTA priorities**, and maintaining coherence with overall programme objectives.
- Assess training needs through **teacher feedback, identification of performance gaps, and analysis of school-level data**, and design relevant materials such as **training modules, manuals, and LMS-integrated content** to address these needs effectively.
- Coordinate all logistical aspects of trainings, including **venue arrangements, resource planning, trainer coordination, and participant enrolment**, while also tracking **attendance and progress through LMS tools** to ensure smooth implementation.
- Facilitate **in-person, virtual, and hybrid training sessions** using diverse methodologies such as **simulations, mentoring, and e-learning approaches**, tailored to the contextual needs of the state and participants.
- Monitor the effectiveness of training programmes through **pre- and post-assessments, feedback surveys, and performance tracking**, and prepare reports on key indicators such as **skill improvement**, in collaboration with the Curriculum Lead for continuous refinement.
- Prepare **annual, quarterly, and monthly training plans**, including **detailed budgeting for all training activities**, ensuring efficient allocation and utilization of resources.

Remuneration

Remuneration will be commensurate with qualifications, experience, and MBMA HR norms.