

Academic Specialist for MAPEH – QP01

info@accprointernational.com

Phone :

Web :

Job Summary



Vacancy :

Deadline : May 28, 2026

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Employment Status : Full Time

Experience : Any

Salary : PHP 29,000 - 35,000

Gender : Any

Career Level : Any

Qualification : Bachelor's Degree in Education, major in MAPEH.

Job Description

As an Academic Specialist, you will be responsible for developing and improving our curriculum as a subject-matter expert.

Your primary goal will be to establish our technology platform as a credible source of high-quality educational content for educators and learners. You will ensure that our curriculum is effective and aligns with the Department of Education's educational standards. As an expert, you will optimize our content to cater to the needs of diverse learners and maximize the platform's potential in the market. Your expertise will be crucial in creating high-quality educational materials for our clients, from crafting curriculum maps to hands-on writing, editing or proofreading, and publishing the finalized content.

You will contribute directly to elevating the company's brand, making the Philippines a standard of quality and innovation in the educational technology industry.

This role reports to the Academic Associate Manager in the Content Department.

DUTIES AND RESPONSIBILITIES:

Subject Matter Expertise

- Provides expertise for the assigned subject/group across content creation phases
- Contributes specialized knowledge during content review cycles

Content Production

- Manages end-to-end production or a phase of production
- This includes hands-on writing, editing, finalizing, encoding, and publishing of the contents as required

Content Development

- Curriculum map creation and input during prototyping and development phases

Quality Assurance

- Ensures the assigned subject matter meets quality standards by adhering to standard guidelines and format

Other Responsibilities

- Takes on ad-hoc projects like partnership development
- Handles tasks below the current level during resource constraints
- Performs other duties as assigned by the manager

QUALIFICATIONS

- Bachelor's Degree in Education, major in MAPEH.
- At least 3 years of teaching experience in the assigned subject (with 2 years minimum in a face-to-face learning setting)
- Has experience in creating and developing learning materials tailored for teachers and students.
- Familiar with the Chicago Manual of Style (17th ed)
- Familiar with the DepEd K-12 curriculum and other learning pedagogies

MUST-HAVE THE FOLLOWING SKILLS:

- Must have education and/or publishing-related training
- Has background for ed-tech trends
- Proficient in Google Suite apps such as Docs, Slides, and Sheets

HIRING PROCESS:

- Phone screening
- Initial Interview
- Next level interview
- Final interview
- For Job Offer

Education & Experience

Must Have

Educational Requirements

Bachelor's Degree in Education, major in MAPEH.

Compensation & Other Benefits

As per company policy