

Language and Learning Foundation (LLF)

Name of the Position: District Academic Coordinator (DAC) - Foundational Literacy

Nature of Employment: Full-time

Location: District: Kheda (might get change), Gujarat

Organisation summary:

Language and Learning Foundation (LLF) is a non-government organisation based out of New Delhi that works towards developing strong foundational skills and abilities of language and literacy among all children and strengthen their ability to think and reason. Founded by the dynamic and passionate, Dr. Dhir Jhingran (Ex-IAS, PhD in Education), LLF believes children's home languages need to be used formally in the classrooms in the early primary years. Its research and reputation in the early learning space has translated to partnerships with the six state governments and support of other organisations like UNICEF, TATA Trust and Central Square Foundation. LLF presently works with the states of Chhattisgarh, Haryana, Bihar, Rajasthan, Uttar Pradesh, Odisha and Gujarat to implement programs for foundational language and literacy. LLF's "Learning Improvement Program in Haryana" was awarded the "Best Field Based Initiative in South Asia" at CIES 2019.

About the programs:

LLF works on designing and implementing language and literacy programs for state governments while researching and innovating for multi-language and multi-grade learning. The three dimensions of work include continuous professional development of teachers and teacher educators, implementing projects that demonstrate transformed teaching-learning processes for early language learning and engagement with the government system for reform in academic policies and practices.

LLF is collaborating with Government of Gujarat to build capacity of Block Resource Coordinator (BRC), Cluster Resource Coordinator (CRC), Block Resource Persons (BRP) and Teachers to implement the Foundational Literacy program for improving student learning outcomes in Gujarati in the state. The project is an outcome-based to implement in 50 - 70 schools of the block to improve the learning outcomes of foundational literacy in the block, work closely with the teachers, Cluster resource coordinator and other stakeholders to achieve the Foundational Literacy outcomes.

Position summary:

The District Academic Coordinator (DAC) will report to the State Lead and will work closely with State Academic Coordinator at State Office, Gandhinagar and responsible for all aspects of the Foundational Literacy program in the district.

Key responsibilities include but are not limited to the following:

- The District Academic Coordinator will work as a part of the LLF team and will take overall responsibility for the project in the academic intervention of Foundational Literacy
- Ensure all the outcomes and outputs are achieved as per the timelines in the demonstration block of Kheda district

Lead and support the Academic Intervention

- To support BCs in ensuring implementation of the project activities of LLF at block level.
- Support BCs in Liaison with government official regarding project monitoring and mentoring at district level.
- Lead the support process and academic discussion at block/district level.
- Need-based support to state and central team in program design, planning & review
- Any other work suggested by the State Lead

Capacity Building of the District Academic Stakeholders

- Support state team to design the teachers training module and development of TLM for early grades
- Facilitate Professional development of District Academic Leadership, CRC and Kendra Shikshak, Teachers & Internal team.
- Ensure 10-15 schools visit with block coordinators and government (CRC/BRC/DIET) officials to understand the program implementation and provide them on site support.
- Planning and facilitation of the workshop/training for CRCs, Teachers with support of SAC and State Lead.
- Design the teacher training and review meeting plans.
- Capacity building of the BCs

Review, Identify the learning gaps and Support to the Government system

- Represent LLF as an expert of Foundational Literacy in the meetings invited by government.
- Participate in review meeting with LLF District team and discuss about academic challenges and solutions.
- Participate in review meetings with BRC and CRCs to support the block level intervention.
- Support district team to ensure learning of grades 1 and 2 students as per learning outcomes in assigned block.
- Lead analysis of monthly school observation formats and provide support to BCs in preparation of monthly action plan.

Documentation

- Collecting the success stories, instruction and children performance videos and sharing the same with block, district and state level.
- Continuous documentation of the project processes and outcomes.
- Closely work with SAC in all academic documentation like preparation of assessment tool, remedial plans for accelerated learning.
- Any others tasked assigned by SAC and state lead.

Stakeholder Management

- Liaison with a government official regarding project monitoring and mentoring at block/district levels
- Work closely with district and block officials, to enhance their understanding of the Foundational Literacy pedagogy reform and motivate to do school visit to see best practices.

- Ensure monthly block review meeting
- Submitting monthly/quarterly/yearly reports to the State Lead based on the pre-determined objectives
- Ensuring government ownership of the program at block level

Monitoring and Academic Support:

- Ensure observation in schools (15 visits) every month (Non-Negotiable)
- Fill the monitoring format in excel of all schools visited
- Update data of monitoring visits by officials, CRC & BRC.

Qualifications, Skills, and Abilities:

- Post-Graduation are equivalent degree in any stream
- Experience of working in Foundational Literacy projects that involve training, material development and capacity building
- Experience of work in early grades /primary education projects is desirable
- Deep knowledge and understanding on Foundational Literacy
- High proficiency in Reading, Writing and Speaking of Gujarati language
- 5 -7 years of experience in project implementation
- Good Training knowledge and Facilitation Skill
- Program & people management
- Good data management & analysis
- Problem solving and resilience
- Stakeholder management and influencing ability
- Manage multitasking and ambiguity

Desired Qualities:

- Entrepreneurial spirit and 'can-do' attitude and open to feedback.
- The operating style suited to working in a small organization setting, where teamwork and resourcefulness are highly valued
- Ability to manage multiple tasks at a time
- Demonstrate good level of emotional stability, intelligence, & social & self -awareness

Compensation:

- Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Apply:

Interested candidates may please apply via email by 10th January 2021 to heena.parveen@languageandlearningfoundation.org by sending their latest CV and a cover letter in English (not more than 150 words) that indicates your suitability for the job. Please indicate the position name in the subject line.