

## Language and Learning Foundation (LLF)

**Name of the Position:** State Academic Coordinator (SAC) - Foundational Literacy

**Nature of Employment:** Full-time

**Location:** Gandhinagar, 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 State Academic Coordinator (SAC) will report to the State Lead and will work closely with Academic Team at Central Office, Delhi and support the State Lead in all aspects of the Academic work in Gujarat.

### Key responsibilities include but are not limited to the following:

- The SAC will work as a part of the LLF team and will take overall responsibility for the field implementation projects in the academics.
- Take lead in designing and developing the FL TLM as per specific needs of the projects with consultation of central team.

- Develop and execute plan for continues professional development of the State Academic Core Group.
- Develop workshop design, facilitation modules, workshop materials for professional development of the DIET members, Block Resource Coordinators (BRC), Cluster Resource Coordinators (CRC), Block Resource persons (BRP) and teachers.
- Design assessment tools, classroom observation tools and other required monitoring formats in consultation with central team.
- Develop and execute strategies for capacity building of CRCs to insure effective onsite support to the teachers.
- Facilitate Foundational Literacy sessions in professional development workshops for SRGs/DIETs/BRCs/CRCs/Kedra shikshak, Headmasters and Teachers.
- Ensure all the outcomes and outputs are achieved as per the timelines in the demonstration block.

### **Planning and Review**

- Develop a detailed activity plan for the demo, teachers training, school monitoring, State Resource Group capacity building, school monitoring & Kendra shikshak/CRC/BRC orientation
- Monthly documentation of the program progress along with documentation of key processes
- Need-based support to block, state and central team in program design, planning & review
- Monthly/Quarterly/Annual reporting of the program activities and share the report with the State Lead
- Keep track of all activities of the field implementation projects as per approved annual plan
- Conduct weekly conference with DAC to review the progress and plan
- Monthly basis meeting with DAC in consultation with state Lead
- Any other work suggested by State Technical lead.

### **Monitoring & Evaluation (Data management)**

- Manage data of all assessments (Informal, periodic, third party) and share with Literacy Technical lead on monthly/Quarterly basis
- Analyse and interpret the data for review and present to the stake holders
- Keep a record of updated numbers for schools, teachers, enrolment, district/block officials & CRCs
- Create a master sheet of all data related to the program

### **School Monitoring**

- Ensure observation in schools (4 visits) every month (Non-Negotiable)
- Fill the monitoring format in excel or app of all schools visited
- Update data of monitoring visits by officials, BRCs, CRCs, BRPs.

### **Qualifications, Skills, and Abilities:**

- Post-Graduation are equivalent degree required
- 6-8 years' 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
- High proficiency in Reading, Writing and Speaking of Gujarati language

- Deep knowledge and understanding on Foundational Literacy
- Experience in language and literacy is preferred
- 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 10<sup>th</sup> January 2021 to [heena.parveen@languageandlearningfoundation.org](mailto: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.