

## **Recruitment in Language & Learning Foundation (LLF)**

**Position:** Block Coordinator (BC)

**Location:** Patan/Durg block, Durg district, Chhattisgarh

**Nature of the Employment:** One Year Full Time Consultancy Contract

### **Background**

Language and Learning Foundation is a New Delhi based non-profit organization with the vision of enhancing equitable student learning, especially language and literacy development, through professional development of teachers and teacher educators, building/sharing knowledge and implementing projects in collaboration with state governments. The Mission of LLF is to influence the classroom practices of 8,00,000 teachers and teacher educators in collaboration with State Governments and a potential improvement in the learning outcomes of 30 million (3 crores) children by 2024. Currently, LLF is operational in 8 states through active collaboration with respective state governments. LLF's website <https://languageandlearningfoundation.org/>

### **Position summary:**

The Block Coordinator will report to the District Coordinator and will be responsible for implementation of the program in allotted schools to him/her.

### **Key responsibilities:**

- Ensuring implementation of the project activities of LLF at block level and in selected schools.
- Liaison with government official regarding project monitoring and mentoring at block level/district level.
- Regular field visit to observe and support classroom processes in grade 1 and 2 as per prescribed manual of LLF.
- Work closely with school's teachers specially class 1, 2 & 3, Cluster Academic Coordinators (CACs) and Language District resource group to enhance their understanding of the language pedagogy reform and provide handholding support at school level in undertaking capacity building initiatives to support the teachers.
- Facilitate Joint planning and field visits with Block Resource Persons/Language District Resource Group Members and Cluster Academic Coordinator.
- Continuous documentation of the project processes and identify super model of the language learning processes and outcomes.
- Conduct trainings for Resource Group Members and Cluster Academic Coordinators.
- Facilitate workshops/trainings at cluster level/block level with support of DRG and block administration.

- Ensure and support in DRG tasks and capacity building activities.
- Submitting daily/monthly reports to the Block education department and District Coordinator based on the pre-determined objectives for the month/year
- Document best practices, case studies and success stories from the field to share with donors, central team and governments
- Prepare monthly and daily plan of activities, based on the project objectives and in accordance with the other block coordinators plan.
- Ensuring Monthly data collection based on the M & E needs derived.
- To extensively support block resource school to develop them as demonstrative resource institutions.
- Any other work suggested by the district coordinator and academic coordinator will be also part of the JD.

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

- Post-graduation in any relevant stream (Hindi is preferred)
- Experience: 5 years of work experience in school education sector will be preferred (Training, Teaching and coordination of the programme)
- Knowledge and understanding on Foundational Literacy and Numeracy
- Knowledge in Microsoft Office – Excel, Power Point and Word
- Strong interpersonal skills, with experience in building & managing relationships
- Strong communication skills, fluency in Hindi
- Speaking and understanding of Chhattisgarhi languages
- Result-oriented and ability to adjust to a fast, changing work environment associated with a young, growing organization

#### **Desired Qualities**

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

Apply using this link: <https://bit.ly/3nf5vNs>