

**Opening:** Academic Coordinator - Assam

**Base Location:** New Delhi (May be later transferred to Guwahati, Assam)

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**About Us:**

Language and Learning Foundation ([www.languageandlearningfoundation.org](http://www.languageandlearningfoundation.org)) 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. LLF currently works with 7 state governments across the country

**About the Project**

LLF has been running professional development courses and school level intervention programs on early language learning for government school teachers, teacher educators (SCERT & DIET faculty members) and academic resource personnel in 7 states and also working with Ministry of Education and NCERT. These courses follow a blended and online learning model. Over the last year we have developed various online courses on areas related to Early Language and Literacy, Academic Support, Multilingual Education and Foundational Numeracy.

In the upcoming year we will work with the SSA, Assam Office and supporting them on FLN Mission themes and topics related to Foundational Learning, MLE (language mapping) and Academic Support, that can support and build the capacity of various stakeholders.

**Position summary:**

The Academic Coordinator will report to the State Manager and will work closely with Central – Academic Team, Delhi and support the State Manager in all aspects of the FLN work in Assam.

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

- Represent LLF in different forums for academic work on foundational literacy
- Provide technical inputs on the various documents and participates in all kinds of discussions related to foundational literacy
- Review state language curriculum, textbooks and other materials and prepare comprehensive reports to share with partners and government academic bodies
- Develop Learning outcome framework, instruction design, training framework modules and instruction materials for grade 1-3, in consultation with central academic team and SCERT/SSA
- Develop and execute plan for continuous professional development of State Resource Group (SRG), DIETs, academic support persons and teachers on Foundational Literacy
- Development of workshop designs, facilitation modules, workshop materials, etc. for professional development of teachers on program design and activities
- Designing of assessment tools, classroom observation tools and other required monitoring formats in consultation with central team and SCERT
- Participate and facilitate sessions on foundation literacy in professional development workshops organized by LLF, partners and government academic bodies
- Visit schools for classroom observations, assessment and piloting purposes and prepares reports.
- Support to design and implement of school demonstration program in the state

- Travelling to field/central locations for program review, academic workshops and professional development activities
- Any other work assigned by the supervisor will be also part of the JD

**Qualifications, Skills, and Abilities:**

- Post-Graduation are equivalent degree required
- 3-5 years' experience of working in Foundational Literacy and Numeracy 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 Hindi and Assamese language is essential
- Deep knowledge and understanding on Foundational Literacy and Numeracy
- 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 level

Write to [shabnam.parveen@languageandlearningfoundation.org](mailto:shabnam.parveen@languageandlearningfoundation.org) with a cover-letter and CV, if interested.