

Opening: State Academic Coordinator - Chhattisgarh
Nature: Full Time Consultant for 1 year (Nov 2021 to Nov 2022)
Location: Bhubaneswar, Odisha

Organization Summary:

Language and Learning Foundation (LLF) is a non-government organization based out of New Delhi that works towards developing strong foundational skills and abilities of language and literacy among all children and strengthening their ability to think and reason. Founded by the dynamic and passionate, Dr. Dhir Jhingran (Ex-IAS, Ph.D. 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 have translated to partnerships with the six state governments and support of other organizations 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 the Government of Chhattisgarh to build the capacity of State Resource Group, Block Resource Group, and teachers to implement the Foundational Literacy and Numeracy (FLN) mission for improving student learning outcomes in the state.

LLF is also running an outcome-based demonstration in all 585 schools of the Durg and some schools in Sukma districts to improve the learning outcomes of students in foundational literacy and numeracy. LLF works closely with the teachers, cluster academic coordinators (CACs), and other stakeholders to achieve the above-mentioned FLN outcomes.

Position summary:

The State Academic Coordinator (SAC) will report to the State Manager (SM) and will work closely with the Technical Support Unit (TSU), Central Office, Delhi, and will be responsible for running all aspects of the FLN program in Chhattisgarh.

Key responsibilities include but are not limited to the following:

- The SAC will work as a part of the LLF team and will take the overall responsibility for the field implementation projects in academics.

- Take lead in planning, designing and developing a framework for instruction design of FLN & MLE projects with the consultation of the central team.
- Take lead in planning, designing and developing reading material and TLM as per the specific needs of the projects with the consultation of the central team.
- Develop and execute a plan for continuous professional development of the District/Block resource group of the project district/blocks.
- Develop workshop design, facilitation modules, workshop materials for professional development of the District Academic Leadership, Block Resource team, CACs & teachers.
- Design assessment tools, classroom observation tools, and other required monitoring formats in consultation with the central team.
- Develop and execute strategies for capacity building of the internal field team to ensure effective onsite support to the teachers.
- Facilitate FLN sessions in professional development workshops/training for SRGs/DIETs/BEEOs/ABEOs/CACs, Headmasters, and Teachers.
- Ensure all the outcomes and outputs are achieved as per the timelines in demonstration projects.

Planning and Review

- Develop a detailed activity plan for the projects along with essential reading materials, TLM, teachers training, school monitoring, capacity building.
- Monthly basis review of annual plan and progress of academic activities with DC & DAC.
- Monthly documentation of the program progress along with documentation of key academic processes
- Need-based support to the district, state, and central team in program design, planning & review
- Monthly/Quarterly/Annual reporting of the program activities and share the report with the State Manager
- Keep track of all academic activities of the field projects as per approved annual plan Conduct weekly conference with DM/DACs to review the progress and plan
- Monthly basis meeting with DM/DAC in consultation with state Manager
- Any other work suggested by State Manager

Monitoring & Evaluation (Data management)

- Manage data of all assessments (Informal, periodic, third party) and share with state manager on a monthly/quarterly basis
- Analyze and interpret the data for review and present to the stakeholders
- Keep a record of updated numbers for schools, teachers, enrolment, district/block officials & ARPs
- Maintain a master sheet of all data related to monitoring activities of the program

School Monitoring

- Ensure observation in schools (10 days) every month (Non-Negotiable)
- Fill the monitoring format in excel or app of all schools visited

Qualifications, Skills, and Abilities:

- Post-Graduation or an equivalent degree required

- 5-7 years experience of working in education projects that involve training, material development, and capacity building
- Experience of work in early grades /primary education projects is desirable
- Deep knowledge and understanding of FLN
- Good Training knowledge and Facilitation Skill
- Good understanding of developing instruction design framework.
- Good in 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 is suited to working in a small organization setting, where teamwork and resourcefulness are highly valued
- Ability to manage multiple tasks at a time
- Demonstrate a 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:

Click on the link given below and fill the form (5 minutes) to apply for the position.

https://docs.google.com/forms/d/e/1FAIpQLScaUevpjtCi3U7UQAVycmkIFclFvIwA9q6foXLPX7JUHNF_qw/viewform?usp=pp_url

Write to manju.garg@languageandlearningfoundation.org in case of any queries.