

Language and Learning Foundation (LLF)

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

Nature of Employment: Full-time

Location: Varanasi, Uttar Pradesh

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 Uttar Pradesh to build the capacity of State Academic Resource Group, Academic Resource Persons, and Teachers to implement the Foundational Literacy and Numeracy (FLN) program for improving student learning outcomes in Hindi and Math in the state. In Sewapuri, the project is an outcome-based to implement in all schools of the block to improve the learning outcomes of foundational literacy and numeracy in the block, work closely with the teachers, Academic Resource Persons, and other stakeholders to achieve the FLN outcomes. Implement the project in the remaining 8 blocks of Varanasi district and other 20 blocks in a few districts to build the capacity of the block and district education system to run the FLN in all Government Primary Schools in the district. This is a high-priority program.

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 responsible for all aspects of the FLN program in Uttar Pradesh.

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 academics.
- Take lead in designing and developing the FLN TLM as per the specific needs of the projects with the consultation of 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, and 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 ARP to ensure effective onsite support to the teachers.
- Facilitate FLN sessions in professional development workshops for SRGs/DIETs/BEEOs/ARPs/Shikshak Sankul, Headmasters, and Teachers.
- Ensure all the outcomes and outputs are achieved as per the timelines in demonstration block other blocks of Varanasi and other districts.

Planning and Review

- Develop a detailed activity plan for the demo, low touch district and feather touch model, teachers training, school monitoring, DAL (District Academic Leadership) capacity building, school monitoring & Shikshak Sankul/ARP/BEEO orientation
- Monthly basis review of annual plan and progress of the activities with all DM and DACs
- Monthly documentation of the program progress along with documentation of key 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 activities of the field implementation 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
- 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, ARP & BEEO

Qualifications, Skills, and Abilities:

- Post-Graduation are equivalent degree required and preferably Math/Hindi Literature background

- 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
- 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/1FAIpQLScaUevpitCi3U7UQAVycmkIFclFvIwA9g6foXLPX7JUHNf_qw/viewform?usp=pp_url

Write to arvind.singh@languageandlearningfoundation.org in case of any queries.