

Opening: Course Coordinator - Odisha
Nature: Full-Time Consultant* for 1 year (Jan 2022 to Dec 2022)
Location: Bhubaneswar, Odisha

About Us:

Language and Learning Foundation (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 the 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 the 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 SCERT and SSA, Odisha on varied FLN Mission themes and topics related to Foundational Learning, MLE (language mapping), and Academic Support, that can support and build the capacity of different Education Functionaries.

Position summary:

The Course Coordinator will report to the State Manager and will work closely with Central – Course Team, Delhi, and support the State Manager in all aspects of the FLN Courses-related work in Odisha.

Key responsibilities include but are not limited to the following:

The CC will be responsible for the professional development of the various stakeholders of the states around FLN and MLE, like -

- Should analyze and review the existing Hindi content and support the Literacy and Numeracy experts in contextualizing the course content as per the state need in Odishaese
- Contribute to the course development and related materials in the Odishaese language.
- Lead the development and implementation of courses related to Foundational Literacy, Academic Support, and MLE. Work with the experts in Odisha for finalizing the translation of the content, designing the e-content, and developing animated and class-based videos.
- Coordinate with the different consultants and vendors (E-Developer, Video Developer, Voice over artist, Translators, Proofreaders, Designers, Printers, etc) for the development
- Review the content and videos and provide necessary feedback.
- Coordinate with the state team for the shooting of the classroom-based videos
- Contribute to the preparation of multimedia resources, like animated and classroom-based videos, Podcasts, Video-Based PPTs, etc.
- Understand LLFs mentoring model and should be able to mentor the courses.
- Develop workshop design, facilitation modules, workshop materials, etc for the continuous support of the various stakeholders.
- Manage and analyze the data related to professional development.
- Facilitate workshops, online sessions, webinars, etc around Foundational Literacy and MLE
- Develop and maintain detailed activity plans for various activities of professional development
- Monthly documentation of the program progress along with documentation of key processes

- Support the Project Manager in the smooth functioning of the project.
- Regularly update and discussions with the central team
- Liaison with the state government and build a good rapport with the various team.
- Need-based support to SSA and SCERT Odisha on FLN and MLE
- Any other work suggested by State Manager and Central Course Team

Qualifications, Skills, and Abilities:

- Post-Graduation are equivalent degree required
- 5-7 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 Odia, Hindi, and English language
- Deep knowledge and understanding of Foundational Literacy. Also fair understanding of FLN mission and Multilingual Education
- Good Training knowledge and Facilitation Skill
- Program & people management
- Good understanding of online platforms like DIKSHA or any other
- Problem solving and resilience
- Stakeholder management and influencing ability
- Manage multitasking and ambiguity

Compensation:

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience level

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/1FAIpQLScaUevpjtCi3U7UQAVycmkIFcIFvIwA9q6foXLPX7JUHNF_qw/viewform?usp=pp_url

Write to sandeep.bal@languageandlearningfoundation.org in case of any queries.

* Subject to grant extension and employee performance