

Recruitment Advertisement BLOCK COORDINATOR, Haryana Balvatika Project

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. LLF is collaborating with Government of Haryana to build the capacity of state resource persons and support the government system to implement an innovative early literacy program for improving student learning outcomes in Hindi in selected districts covering almost 3500 schools. This is a high priority program and the biggest state project of LLF in the country.

About Balvatika Pilot Project in Haryana – LLF has been working with the Haryana government primary schools in Grades 1, 2, and 3 since 2018. LLF is now looking to pilot a pre-primary (Balvatika) program in 50 schools in Kurukshetra, Haryana. The program is expected to increase the learnings of students in pre-primary grades of these schools and also generate insights to scale the programme to other states and districts.

Name of the Position : Block Coordinator, Haryana Balvatika Project

Nature of Employment : Full-time (December 2021 to March 2022)

Location : Kurukshetra, Haryana

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 include but are not limited to the following:

- Ensuring learning outcome improvement of pre-primary students in the assigned block.
- Ensuring implementation of the project activities of LLF at block level and school level.
- Act as a liaison with the government officials regarding project monitoring and mentoring at block level.
- Regular field visit to observe and support classroom processes.
- Work closely with school's teachers 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/District Resource Group Members and BEEO also
- Continuous documentation of the project processes and identify models of learning processes and outcomes
- Planning and facilitation of the workshops/trainings at cluster level/block level with support of block administration

- Submitting daily/monthly reports to the Block education department and District Coordinator based on the pre-determined objectives for the month/year
- 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 monitoring needs derived
- Support in academic planning of the project and language course development in Haryana specific
- Any other work suggested by the District coordinator will be also part of the JD

Qualifications, Skills, & Abilities:

- Experience: 5 years of work experience in school education sector will be preferred (Training, Teaching and coordination of the programme)
- Post-graduation in any relevant stream (Hindi is preferred)
- Strong interpersonal skills, with experience in building & managing relationships
- Strong communication skills, fluency in Hindi
- Knowledge in Microsoft Office – Excel, PowerPoint and Word
- Result-oriented and ability to adjust to a fast, changing work environment associated with a young, growing organization
- Ability to manage multiple tasks at a time
- Must have a two-wheeler for field visits.

Compensation: INR 35,000 – 45,000 per month + travel allowance.

Apply: Interested candidates should apply via email by 25th Nov 2021 to hire@languageandlearningfoundation.org by sending their CV. Please indicate the position name in the subject line.