

## **Recruitment Advertisement District 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** : District Coordinator, Haryana Balvatika Project

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

**Location** : Kurukshetra, Haryana

### **Position Summary:**

The District Coordinator of Kurukshetra district will have the following responsibilities:

### **Managing the program in the district**

- Develop a detailed plan for the district intervention
- Management of all workshops & training for teachers and other government officials
- Managing invoices and logistics of all workshops & training
- Documentation of the program progress along with documentation of key processes
- Monthly/Quarterly/Annual reporting of the program activities
- Daily visits to schools.

### **Monitoring & Evaluation (Data management)**

- Manage & share monitoring data of the whole district every month
- Create a district master sheet of all data related to the program

### **Academic Support to Pre-Primary Grades**

- Ensuring learning outcome improvement of pre-primary students in the assigned district.
- Ensuring implementation of the project activities of LLF at district, block level and school level.
- Act as a liaison with the government officials regarding project monitoring and mentoring at district 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 DEEO, BEEO also
- Continuous documentation of the project processes and identify models of learning processes and outcomes
- Planning and facilitation of the workshops/trainings at district level/block level with support of district/block administration
- Submitting daily/monthly reports to the district education department 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

#### **Logistics and invoice management**

- Orient block coordinator on daily activities and review meetings management
- Orient block coordinator on invoice management & timely sharing all invoices (training, events & travel) with program associate
- Identify vendors and building long term relationship

#### **Key Requirements:**

- Experience: 10 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 60,000 – 70,000 per month + travel allowance.

**Apply:** Interested candidates should apply via email by 25<sup>th</sup> Nov 2021 to [hiring@languageandlearningfoundation.org](mailto:hiring@languageandlearningfoundation.org) by sending their CV. Please indicate the position name in the subject line.