

Opening: District Academic Coordinator - Odisha

Location: Dhenkanal / Nuapada

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 programs:

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, which can support and build the capacity of different Education Functionaries. Furthermore, LLF is planning demonstration projects in a few districts of Odisha such as Nuapada, Dhenkanal, etc., where the impetus is going to improve student learning outcomes in the long term by impacting FLN focussed teaching and learning methodologies inside a classroom, strengthening academic support for teachers and implementing systemic reforms within the districts.

Position summary:

The District Academic Coordinator (DAC) will report to the District Manager (SM) and will work closely with the Technical Support Unit (TSU), State Office, Bhubaneshwar, and responsible for all aspects of the FLN program in the Dhenkanal/Nuapada district of Odisha.

Key responsibilities:

- 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 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, and teachers
- Design assessment tools, classroom observation tools, and other required monitoring formats in consultation with the central team
- Facilitate FLN sessions in professional development workshops for SRGs/DIETs/DRGs/CRCCs, Headmasters, and Teachers
- Ensure all the outcomes and outputs are achieved as per the timelines in demonstration districts/blocks

Planning and Review

- Develop a detailed activity plan for the demonstration district for strengthening academic support for teachers through teacher training, CRCC and DIET faculty engagement, etc.

- Monthly basis review of annual plan and progress of the activities with the DMs, DRGs, and DIET faculties
- 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 District Manager
- Monthly basis meeting with DM/DAC in consultation with District Manager
- Any other work suggested by the District 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 create a master sheet of all data related to the program

School Monitoring

- Ensure observation in schools every month (Non-Negotiable)
- Fill the monitoring format in excel or app of all schools visited
- Update data of monitoring visits by officials, CRCCs & BEEO

Qualifications, Skills, and Abilities:

- 3+ years experience of working in education projects that involve training, material development, and capacity building
- Proficiency in reading and writing in Odia and English
- 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

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/1FAIpQLSdfvf_16LpAT1zvBYGEtjZZnc-LNQtoYPEIJBG7QMuQhiYT4w/viewform?usp=pp_url

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