

## Advertisement

**Name of Position:** MLE Block Coordinator

**Location:** Bastar/Dharbha block, Baster district, Chhattisgarh

**Nature of the Employment:** One Year Full Time Consultancy Contract and subsequent extension based on performance

### Organization Summary:

Language and Learning Foundation ([www.languageandlearningfoundation.org](http://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 seven state governments across the country

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### 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:

- Ensuring implementation of the MLE project activities of LLF at block level and in selected schools.
- Liaison with government official at block and district officials for planning and implementation of MLE activities in schools and ensure collaboration with CACs (Cluster Academic Coordinators)
- Coordination with CACs/BRCs/BRPs/ABEO/BEO regarding project monitoring and mentoring at block level/district level.
- Regular field visit to observe and support classroom processes in grade 1, 2 & 3 as per prescribed MLE guideline of LLF. Regular sharing and reflection meetings based on field visit.
- Conduct regular review meetings with CACs and block officials at clusters & block.
- Work closely with school's teachers specially class 1, 2 & 3, Cluster Academic Coordinators (CACs) and Language District resource group 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/Language District Resource Group Members and Cluster Academic Coordinator.
- Continuous documentation of the project processes and identify super model of the language learning processes and outcomes.

- Conduct trainings for Resource Group Members, Cluster Academic Coordinators, teachers and head teachers.
- Facilitate workshops/trainings on MLE at cluster level/block level with support of DRG/BRG and block administration.
- Ensure and support in DRG tasks and capacity building activities.
- Submitting daily/monthly reports to the Block education department and District Coordinator based on the pre-determined objectives for the month/year
- Document best practices, case studies and success stories from the field to share with donors, central team and governments
- 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 M & E needs derived and track children's performance cumulatively to ensure their performance in L1 and L2 oral and written
- Keep updated school wise linguistic data of the block and targeted schools and able to analyse the educational situation and plan for intervention with the state team and district team.
- Make school improvement plan by school community linkages through Story telling Festivals Oral Language documentation, opening school museum, opening Learning Corner, and wall painting of classrooms with local language stories and alphabet charts and number charts, word objects chart etc.
- To extensively support block resource school to develop them as demonstrative resource institutions.
- Any other work suggested by the district coordinator and academic coordinator will be also part of the JD.

#### **Qualifications, Skills, and Abilities**

- Post-graduation in any relevant stream (Hindi is preferred)
- Experience: 5 years of work experience in school education sector will be preferred (Training, Teaching and coordination of the programme)
- Knowledge and understanding on Foundational Literacy and Numeracy
- Knowledge in Microsoft Office – Excel, PowerPoint and Word
- Strong interpersonal skills, with experience in building & managing relationships
- Strong communication skills, fluency in Hindi
- Speaking and understanding of Chhattisgarhi/local languages of Bastar region.
- Result-oriented and ability to adjust to a fast, changing work environment associated with a
- young, growing organization

#### **Desired Qualities**

- Entrepreneurial spirit and 'can-do' attitude and open to feedback.
- Operating style suited to working in a small organization setting, where teamwork and resourcefulness is highly valued.
- Ability to manage multiple tasks at a time
- Demonstrate good level of emotional stability, intelligence, & social & self -awareness.



Remuneration – Commensurate with Industry Standard and experience

**LLF being an equal opportunity employer, women and  
persons with disabilities are encouraged to apply**

Please apply through google forms link

<https://docs.google.com/forms/d/1JFkAQTfeaB0n6peNrwtWamZrcZ1B0LjrfgacOMbxvTk/edit>