

Advertisement

Name of the Position : MLE District Academic Coordinator
Nature of Employment : One Year Full Time Consultancy Contract and subsequent renewal based on performance
Location : Bastar, Chhattisgarh

Organization Summary:

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 seven state governments across the country.

Position summary:

The District Academic Coordinator will report to the District Manager, and will be based out of Bastar. The District Academic Coordinator will be responsible for all the academic aspects of Multilingual Education in Bastar MLE project schools.

Key responsibilities include but are not limited to the following:

- The District Academic Coordinator will work as a part of the LLF team and will take overall responsibility for the field implementation projects in all academic aspects.
- Take lead in planning, designing and developing framework for instruction design of MLE projects with the consultation of state and central team.
- Take lead in planning, designing and developing reading material and TLM as per the specific needs of the MLE projects with the consultation of state and central team.
- Develop and execute a plan for continuous professional development of the District/Block resource group of the project district/blocks.
- Work closely with district and block officials and language district resource group to enhance their understanding of the MLE pedagogy reform and motivate to do school visit to see best practices.
- Develop workshop design, facilitation modules, workshop materials for professional development of the District Academic Leadership, Block Resource team, CACs & teachers.
- Design assessment tools, classroom observation tools, and other required monitoring formats in consultation with the central 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.
- Provide guidance and support to team in tracking Teachers performance and support in a collective manner to promote their competence through on hand support or counselling.

- Provide guidance and support to team in tracking children’s performance cumulatively to ensure their performance in L1 and L2 oral and written
- Develop and execute strategies for capacity building of internal field team to ensure effective onsite support to the teachers.
- Facilitate MLE sessions in professional development workshops/trainings for DIETs/BEOs/ABEOs/CACs, Headmasters, and Teachers.
- Ensure all the outcomes and outputs are achieved as per the timelines in demonstration projects.

Planning and Review

- Develop a detailed activity plan for the projects, essential reading materials, TLM, teachers training, school monitoring, capacity building.
- Monthly basis review of annual plan and progress of academic activities with District Manager, Block Coordinators and State Team.
- Monthly documentation of the program progress along with documentation of key academic 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 State Manager
- Keep track of all academic activities of the field MLE projects as per approved annual plan Conduct weekly conference with DM, BCs and State team to review the progress and plan
- Monthly basis meeting with DM in consultation with state Manager
- Support in any other MLE activity, programme, or intervention as and when needed.
- Any other work suggested by District and state Manager

Monitoring & Evaluation (Data management)

- Manage data of all assessments (Informal, periodic, third party) and share with state manager on a monthly/quarterly basis
- Analyse and interpret the data for review and present to the stakeholders
- Keep a record of updated numbers for schools, teachers, enrolment, district/block officials & CACs.
- Facilitate Joint planning and field visits with district & block level monitoring and supporting team of education department.
- Maintain a master sheet of all data related to monitor activities of the program

School Monitoring

- Ensure observation in schools (15 days) every month (Non-Negotiable)
- Fill the monitoring format in excel or app of all schools visited
- Update data of monitoring visits by officials, BRCs, CACs, BRPs etc.

Qualifications, Skills, and Abilities:

- Post-Graduation are equivalent degree required and preferably Math/Hindi Literature background
- Knowing local languages of Chhattisgarh/Bastar would be added advantage.

- 5-7 years' experience of working in education projects that involve training, material development, and capacity building
- Experience of work in early grades /primary education projects is desirable
- Deep knowledge and understanding of Multilingual Education and FLN
- Good Training knowledge and Facilitation Skill
- Good understanding on developing instruction design framework.
- Good in Program & people management
- Good data management & analysis
- Problem solving and resilience
- Stakeholder management and influencing ability
- Manage multitasking and ambiguity

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

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 form

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