

Recruitment

Name of the Position: Academic Coordinator

Nature of Employment: One Year Full Time Consultancy Contract Basis

Location: Durg, Chhattisgarh

Background

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. The Mission of LLF is to influence the classroom practices of 8,00,000 teachers and teacher educators in collaboration with State Governments and a potential improvement in the learning outcomes of 30 million (3 crores) children by 2024. Currently, LLF is operational in 8 states through active collaboration with respective state governments. LLF's website <https://languageandlearningfoundation.org/>

Position summary:

The Academic Coordinator will report to the State Manager and will work closely with Academic Team at Central Office, Delhi and support the State Manager in all aspects of the Academic work in Chhattisgarh.

Key responsibilities include but are not limited to the following:

- The AC will work as a part of the LLF team and will take overall responsibility for the field implementation projects in the academics.
- Take lead in designing and developing the FLN TLM as per specific needs of the projects with consultation of central team.
- Develop and execute plan for continues professional development of the District Academic Resource Group.
- Develop workshop design, facilitation modules, workshop materials for professional development of the DIET members, Block Resource Coordinators (BRC), Cluster Resource Coordinators (CAC), Block Resource persons (BRP) and teachers.
- Design assessment tools, classroom observation tools and other required monitoring formats in consultation with central team.
- Develop and execute strategies for capacity building of CACs to insure effective onsite support to the teachers.
- Facilitate Foundational Literacy and Numeracy sessions in professional development workshops for DRGs/DIETs/BRCs/CACs/ Headmasters and Teachers.
- Ensure all the outcomes and outputs are achieved as per the timelines in the demonstration block.

Planning and Review

- Develop a detailed activity plan for the demo, teachers training, school monitoring, District Resource Group capacity building, school monitoring /CAC/BRC orientation
- Monthly documentation of the program progress along with documentation of key processes
- Need-based support to block, state and central team in program design, planning & review
- Monthly/Quarterly/Annual reporting of the program activities and share the report with the State Lead
- Keep track of all activities of the field implementation projects as per approved annual plan
- Conduct weekly conference with District team to review the progress and plan
- Monthly basis meeting with District team in consultation with state Manager
- Any other work suggested by State Manager and Central Academic Team

Monitoring & Evaluation (Data management)

- Manage data of all assessments (Informal, periodic, third party) and share with Literacy & Numeracy technical lead on monthly/Quarterly basis
- Analyse and interpret the data for review and present to the stake holders
- Keep a record of updated numbers for schools, teachers, enrolment, district/block officials & CACs
- Create a master sheet of all data related to the program

School Monitoring

- Regular 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, BRCs, CACs, BRPs.

Qualifications, Skills, and Abilities:

- Post-Graduation or equivalent degree required
- 5-7 years' experience of working in Foundational Literacy and Numeracy projects that involve training, material development and capacity building
- Experience of work in early grades /primary education projects is desirable
- High proficiency in Reading, Writing and Speaking of Hindi language
- Deep knowledge and understanding on Foundational Literacy and Numeracy
- Good Training knowledge and Facilitation Skill
- 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 suited to working in a small organization setting, where teamwork and resourcefulness are highly valued
- Ability to manage multiple tasks at a time
- Demonstrate good level of emotional stability, intelligence, & social & self-awareness.

To apply please click on the link

<https://docs.google.com/forms/d/1qsMnO7KzsLAOUOZPfVRcZnr5t28iQ4QNkPYyN-dnJCs/edit>

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