



Position: Literacy Lead- Gujarat FLN Reform | Location: Gandhinagar

Founded in 2012, Central Square Foundation (CSF) is a non-profit philanthropic foundation working on the vision of ensuring quality school education for all children in India. We are driven by our mission to transform the school education system with a focus on improving learning outcomes of children, especially from low-income communities.

We believe that ensuring Universal, Early, Conceptual and Procedural Mastery of Foundational Skills is absolutely essential for the overall success of the education system. In order to achieve this, we partner with individuals and social impact organizations to bring innovative solutions in education, as well as work with the government to drive systemic impact. We collaborate with the ecosystem to leverage knowledge, build evidence and create proven tools around critical issues such as early learning, EdTech, classroom instruction methods and governance.

We also support exceptional social entrepreneurs with powerful ideas, undertake application-oriented research, provide a platform for sharing of innovation, and collaborate with other stakeholders in the ecosystem to find policy solutions - all towards enabling sustained change in India's educational system.

CSF's team members bring a deep sense of commitment and passion towards our collective vision that every child deserves quality education. We strive for excellence in everything we do and collaborate to create an impact as we move closer to achieving our mission. We encourage an entrepreneurial outlook that evokes new and bold ideas along with taking smart risks. CSF provides a dynamic, learning and positive environment that is driven by our strong sense of values.

Position Summary

We work in collaboration with State Education Departments to bring reform by implementing large-scale system-led projects, with the goal of improving foundational learning (FLN) outcomes in students. Our team supports the State to design and implement an integrated program which encompasses multiple aspects of a reform process - ranging from designing effective classroom pedagogy to building salience and state capacity to deliver FLN at scale, while also strengthening governance and other critical enablers. CSF has partnered with the Education Department of Gujarat on strengthening foundational literacy in the state.

The Literacy Lead will report to the Director (State Programs) and functionally to Associate Director (Academic). S/he will be responsible for all aspects of the foundational literacy program.



Key responsibilities include but are not limited to:

Academic work:

- Represent organization in academic forums in the state, along with state manager and other partners
- Strengthen foundational literacy curriculum by leading the study of existing curriculum, classroom practices, use of TLM materials and overall pedagogy
- Actively advocate the changes necessary by leading the discussions/workshops on literacy curriculum, as the project demands
- Lead the curriculum design, training design for school intervention programs and Multilingual education programs
- Capacity building of the field team and state team on foundational literacy and other areas
- Lead the adaption process of existing courses into Gujarati for various stakeholders- teachers, BRPs, CRCs, etc.
- Ensuring all deliverable pertaining to literacy curriculum and literacy training have gone through internal quality assurance process by the central team
- Contribute to the development of workshop designs, facilitation modules, workshop materials, etc. for professional development of teachers on program design and activities
- Contribute to the designing of assessment tools, classroom observation tools and other required monitoring formats in consultation with central team
- Facilitate sessions on foundational literacy in professional development workshops organized by the team and government
- Participate in conference calls and meetings called by the team and government
- Participate in the workshops organized by state government and other organizations
- Visit schools for classroom observations and prepare reports to submit to Government
- Analyze data from field & other courses and develop report operational capabilities and plan for their capacity building in discussion with the team
- Conduct annual performance reviews of the team

Management:

- Coordination with government academic team and field teams on regular basis
- Visit to Delhi office and field locations for program review, academic workshops and professional development activities
- Any other work assigned by the supervisor will be also part of the JD



Required Qualifications, Skills and Abilities

- Master's degree or equivalent with an experience of working in the area of Foundational Literacy is desirable
- 8 - 10 years of experience in language education including working with early literacy
- Experience of leading an academic team and working in education projects that involve program design, material development, trainings and assessments
- Experience in Early Language and Literacy (ELL) is required
- Fluency in English and Hindi (preferably Gujarati) - ability to write effectively in both languages and reasonable knowledge of Hindi
- Work experience in projects involving teacher training and material development for medium of instruction at primary level
- Experience of working with state governments departments including SCERT/SSA is required

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
- Proficient in MS Office (Excel, Access, Word, PowerPoint, etc.)
- An analytical mindset with problem-solving skills
- Excellent communication and collaboration skills
- Strong interpersonal skills, with experience in building & managing relationships

Compensation

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Apply

Interested candidates may please **apply via email** to **careers@foundationallearning.org** sending their latest CV and a cover letter in English (not more than 150 words) that indicates their suitability for the job. Please indicate the position name in the subject line. Applications are open on a rolling basis.