

Position Title: District Academic Coordinator (DAC)

Location: District of Bihar

Reporting to: District Program Manager

Travel: Frequent travel across blocks within the district

About LLF

[Language and Learning Foundation \(LLF\)](#) 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. LLF is a system-focused and impact-driven organization dedicated to addressing the foundational learning crisis in collaboration with the national and state governments in India. Over the past 8 years, we have improved foundational learning outcomes of 850,000+ children and classroom processes of 2,50,000+ teachers and teacher educators across 8 states. LLF currently works with 8 state governments across the country.

Position Description

The District Academic Coordinator (DAC) will be responsible for the overall implementation of the Foundational Literacy and Numeracy (FLN) Program in project schools within their assigned district. The DAC will report to the District Program Manager and will take responsibility for monitoring schools; capacity building of Block Academic Coordinators (BACs), and academic work related to the assigned district.

Roles and Responsibilities:

Implementation and Monitoring:

- Ensure that all assigned project outcomes and outputs are achieved within the agreed timelines across the assigned project areas (blocks and districts).
- Lead academic and school monitoring activities at the district level.
- Conduct school visits for 10–12 days and 20–22 classroom visits each month (NON-NEGOTIABLE) with Block Academic Coordinators and government officials/Teacher Mentors to understand program implementation and provide on-site academic support.
- Take ownership of the assigned schools across the designated blocks, ensuring regular on-site monitoring and academic support.

Liaison and Collaboration:

- Support DPM and Specialist (Academic) in liaising with government officials regarding project monitoring and mentoring at the district level.

- Lead support processes and academic discussions at block and district levels.
- Participate in review meetings with CDO, BSA, BEO and Teacher Mentors to support block coordinators.
- Facilitate joint planning and field visits with district and block-level monitoring and supporting teams of the education department.

Capacity Building and Training:

- Support State Academic Coordinators (SACs) in all academic documentation, including the preparation of assessment tools and remedial plans for accelerated learning.
- Assist SACs in designing teacher training modules and developing TLM for early grades.
- Facilitate the professional development of DTG, teachers, and internal team members.
- Plan and facilitate workshops/training for DTG members, Sankul shikshak at the district level with SAC and DPM support.

Monitoring & Evaluation:

- Oversee data collection and reporting at school, block, and district levels, ensuring all information is accurate, timely, and actionable.
- Ensure District Academic Coordinators (DACs) maintain rigorous, data-driven reporting by submitting school and block-level monitoring updates, documenting classroom observations, tracking teacher and student progress, and maintaining accurate records in program data systems.
- Analyze data across schools, blocks, and districts to identify trends, challenges, and areas for improvement, and share actionable insights with district and state teams.
- Facilitate regular data-driven review meetings at district and block levels to inform decision-making and course correction.
- Collaborate with state teams to identify program gaps and implement timely interventions.
- Document best practices, lessons learned, and success stories to enable knowledge sharing across teams and strengthen program implementation

Documentation and Reporting:

- Continuous documentation of project processes and identification of exemplary models of language learning processes and outcomes.
- Submit monthly reports to the Block Education Department and District Education Department.
- Document best practices, case studies, and success stories from the field.
- Manage data of all assessments (informal, periodic, third party) and share with the State Manager monthly/quarterly.

- Analyze and interpret data in consultation with the state M&E team and share findings with stakeholders.
- Fill in monitoring formats in Excel or app for all schools visited.
- Update data of monitoring visits by officials, BSA, BEO, Teacher Mentors, etc.

Other Responsibilities

- Take up additional tasks assigned by the line manager based on project needs.

Educational Qualifications, Skills and Experience:

Qualifications:

- Post Graduation or equivalent degree required, preferably in social science background.

Experience:

- 5+ years of experience working in education projects that involve capacity building of teachers and teacher educators, and curriculum development.

Skills and Abilities:

- Deep knowledge and understanding of FLN and education policies.
- Strong understanding of training design and effective facilitation skills.
- Ability to work collaboratively with government officials and other stakeholders.
- Strong documentation and reporting skills.
- Proficiency in data collection and analysis.
- Excellent communication and interpersonal skills.

Compensation: Competitive as per the sector's standards.

The Language and Learning Foundation (LLF) is an equal opportunity employer and does not discriminate against any applicant, employee, or volunteer on any basis. Women and persons with disabilities are strongly encouraged to apply.