Open Position: Program Coordinator- School Age

Full time, Salaried: 40 hours per week minimum

Salary and Benefits: Salary DOE, excellent benefit package including 6 weeks of PTO, paid holidays, 100% employer paid medical and dental insurance, SIMPLE IRA, 4-day work week available and an awesome team of co-workers.

Reports to: Program Manager

Education and Experience

Required: Bachelor's Degree or higher in Education or related field; experience working with groups of children in a classroom or professional out-of-school time setting; experience lesson planning and creating programs; program and volunteer management experience; excellent oral and written communication skills in English.
Preferred: Demonstrable experience leading complex projects to success; experience building collaborations or successfully organizing working partnerships with various stakeholders; strong background in teaching reading, writing and math; strong background K – 8th grade students; tutoring experience; Experience with literacy programs; excellent oral and written communication skills in Spanish.

Position Overview

TLC Program Coordinators are the primary planners, teachers, curriculum developers, and resource managers of Teton Literacy Center's (TLC) most visible and critical community activities. This position is responsible for developing and delivering literacy programming to serve students, PreK-12th grade, and their parents. Success requires a commitment to high- functioning communication within and across all areas of the organization including afterschool and family literacy programs, operations, reporting and data, marketing, community outreach and collaboration and volunteer management.

Program coordinators are responsible for ensuring that student data is central to developing and executing lesson plans and individual student learning plans. Success requires strong classroom management skills, a commitment to creating culturally responsive classrooms and lesson plans, and strong parent communication skills.

The Purpose of the Position:

To develop and deliver literacy programming to serve students in prekindergarten through 12th grade and their parents.

Essential Responsibilities:

Curriculum Development, Instruction and Accountability

- Develop high quality curriculum and daily lesson plans aligned with TLC standards and program goals. Through student-centered instruction, implement afterschool instruction in Project-Based Learning classrooms as well as individualized literacy lessons via tutoring. Throughout the summer, implement center wide literacy, math and STEAM instruction.
- Apply national and TLC best practices for classroom management to maximize student engagement and success while instructing small and large groups of students. Support volunteers with their classroom management strategies.

- Administer student assessments, and collect and use data to drive instruction in all programs. Maintain and report on data to share with team, parents, teachers, volunteers and other stakeholders. TLC holds itself accountable for results by assuring that reliable data is available and used throughout its work.
- Foster innovation and creativity within TLC and the community by encouraging new ways of thinking and working, sharing best or promising practices from others, and creating a safe environment for risk-taking among students.

Personalized Support

- Conduct parent, volunteer and teacher check-ins, providing individualized strategies for family/student support.
- Collaborate on and support volunteer management and training, including development and maintenance of volunteer resources and direct support in tutoring and enrichment programs.
- Participate in and lead professional development for and with all staff. All programs work within a continuous improvement model and staff are expected to learn and grow in their own practice. Share best practices with volunteers and families through online content, workshops and personalized 1-1 check-ins.

Comprehensive Family Support

- Research, develop and deliver materials, workshops and supports for parents based on TLC curriculum
- Provide programming for family literacy programs including Family Literacy Nights, Family Literacy Field Trips, PACT, Parent Education and Late Night Literacy.
- Support families through liaison duties including but not limited to; monthly phone calls, home visits, developing materials for at home use, and connecting families to additional internal and external resources.

Internal and External Collaboration

- Implement strategies for reaching all TLC students by connecting and aligning TLC and community programs to support student achievement and move TLC projects forward, accomplishing both short-term and long-term results.
- Coordinate, build and maintain community partnerships.
- Support grant and contract services, according to contract terms, as required.
- Participate in and support organizational events and fundraising efforts.
- Share management of TLC and offsite spaces, including cleaning, maintenance, updates, and organization.

Perform other duties as assigned by the Program Manager or Executive Director.

Hiring Timeline: Accepting applications until May 31, 2020. Interviews will take place the weeks of May 25th – June 19th. Offers extended by June 31st . Position will start on August 3rd, 2020.

Apply: Email a cover letter and resume to Carisa Barnett, carisa@tetonliteracy.org with the subject heading "TLC Program Coordinator Position Application"