

## Reading Results

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**Position Title:** Program Director

**Reports To:** Executive Director

**Date of Job Description:** April 2021

**Position Type:** Full-time (37.5 hr work week), salaried

**Compensation:** \$65,000-\$70,000 DOE

### About Reading Results

Working toward the vision that all children have the right to read and succeed, Reading Results partners with schools serving students who are living on low-incomes and/or students of color to provide a proven reading intervention program. Reading successfully by third grade is crucial to a child's educational development and is a leading indicator of future academic success.

Reading Results plays a critical role in eliminating the opportunity gap and improving our region's economy by helping struggling learners get on the path toward academic success and a brighter future. We do this by providing students with data-driven, explicit reading instruction delivered by highly trained, culturally responsive tutors.

### The Position

The Program Director is an essential member of the Reading Results Leadership Team and is responsible for managing the day-to-day and long-term operations of the Reading Results program.

### Essential Job Responsibilities and Outcomes

The ultimate goal of this position is to manage the Reading Results program in working towards equitable opportunities for all learners, using an anti-racist lens, with the goal of each student accelerating their reading proficiency at an aspirational 1.5 years. Under this umbrella fall a number of essential duties, which are listed below.

The Program Director's primary responsibility is to ensure stellar student reading outcomes through:

- Oversight of both day-to-day and long-term program operations and goals
- Working in partnership with the Executive Director and program team to meet program goals/metrics as identified by our strategic plan
- Leadership/supervision of Reading Results' program staff and tutoring team
- Leading evaluation of the program effectiveness, efficiency, and efficacy
- Leading the student assessment process through overseeing and refining a comprehensive system for tracking results
- Creating and fostering positive relationships with school partners
- Leading the continuous improvement of the Reading Results program, implementing adjustments/changes to program delivery
- Creates, refines, evaluates and implements curriculum designed to accelerate early-grade literacy
- Conducting industry research, sharing trends and information with the team
- Meeting with partners and funders

### Minimum Education/Experience Requirements:

- Degree(s) in appropriate field: MA/MS education, social work, psychology; BA/BS and relevant experience may be considered
- 5+ years' experience in relevant field/s: teaching, supervision, non-profit, administration, working with children or other relevant experience

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- Experience in the public school setting, as a teacher, administrator, leader, program director, or other relevant experience
- Strong history of successful management/supervision
- Excellent communication skills both written and verbal to inform varying audiences
- Excellent computer skills

### Preferred Education/Experience:

- Experience in a non-profit or relevant setting highly desirable
- Reading endorsement and/or proven success in teaching reading/literacy; mastery of concepts of early learning/literacy skills attainment
- Master's in Education or relevant course of study
- Experience in promoting racial equity work and ensuring inclusive spaces are developed and maintained
- Experience working collaboratively with school administration and teachers

### Core Competencies:

- **Equity:** demonstrates awareness, attitudes, knowledge and skills that foster a climate of racial equity, diversity, and inclusion
- **High Standards:** driven to achieve a standard of excellence with our work and outcomes
- **Time Management:** ability to prioritize, juggle multiple demands, plan ahead, manage workload
- **Data:** driven to utilize assessment data to guide instruction and curriculum and coach others on how to use data
- **Compliance:** Honors Reading Results and school district policies
- **Delights in children:** is responsive, creative, and flexible to a child's academic and behavioral needs
- **Coachability:** receptive to feedback, willing to learn, embraces continuous improvement
- **Initiative:** takes ownership of work, does what is needed without being asked, uses multiple strategies to support student success, regularly asks questions specific to accelerating student achievement, asks for direction or support as needed
- **Collegiality:** is helpful, respectful, approachable and team oriented, builds strong working relationships and a positive work environment

### Supervision Exercised

- Program Site Managers (2-5)

### Environment and Conditions

- Position works in an office and some remote. Position requires reliable transportation.
- Position requires occasional lifting of boxes up to 20 pounds

**The above statements describe the general nature and level of work only. This is not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added and/or this description may be amended at any time.**

**Reading Results is an equal opportunity employer, everyone is invited to apply**