



Position Title: Program Site Manager

Reports To: Program Director

Date of Job Description: June 2022

Position Type: .5 FTE – .6 FTE, salaried

Compensation: DOE

Reading Results Mission

Working toward the vision that all children have the right to read and succeed, Reading Results partners with schools serving low-income students 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 Site Manager is an essential member of the Reading Results Program Team and is responsible for managing the day-to-day operations of the Reading Results program within the schools we serve. Time expectations fluctuate throughout the year with more time required during program roll out, testing weeks, and program closeout. Program Site Managers do not work over winter, spring or summer breaks.

Essential Job Responsibilities and Outcomes

The ultimate goal of this position is to implement the Reading Results program to ensure that every student served accelerates their reading proficiency by a minimum of 1.5 years. While every student will achieve reading proficiency at different rates, a minimum of 1.5 years of reading growth in one academic year is our standard goal.

The overarching responsibility of the PSM role is to work towards equitable opportunities for all learners, utilizing an Anti-Biased/Anti-Racist lens, and upholding the mission of Reading Results. Under this umbrella fall a number of essential duties, which are listed below.

Primary position duties include:

- 1)** Ensuring all aspects of the Reading Results program are implemented effectively through leading both student-centered and data-informed service.
- 2)** Supervising, training, coaching and evaluating tutor performance in delivering the Reading Results program with excellence and fidelity.
- 3)** Fostering professional relationships, maintaining ongoing collaboration and communication with school principals, liaisons and teachers regarding student growth and success, assessment data, program needs, etc.

*Because **all** children have the right to read and succeed.*

Other position duties include:

- Ensuring each student is accelerating reading growth at an adequate pace through:
 - supporting tutors in using assessments and other student information to guide instruction
 - ensuring tutor and student match is effective
 - regularly evaluating reading growth
 - ensuring that designated materials and resources are utilized
 - identifying student-specific interventions.
- Reviewing student growth and success to determine how to best coach tutors in program delivery and to discern appropriate student placement and supports.
- Coordinating facilities, materials, schedules, and supplies necessary for both tutors and students.
- Staying apprised of current evidence-based literacy practices.
- Tracking student data, administering and analyzing pre, mid, and post assessments and progress monitoring in collaboration with colleagues.
- Problem-solving school site-specific issues/concerns with the support of the Program Director and Executive Director.
- Cultivating personal learning by actively engaging in the Reading Results continuous improvement model and ongoing ABAR work.

Education, Experience and Core Competencies:

Minimum Education Required:

- Bachelor's in Education or relevant course of study
- Reading endorsement and/or proven success in teaching reading/literacy
- Other relevant educational experience may be considered

Minimum Experience/Skills Required:

- 4+ years' experience in relevant field/s: teaching, supervision, non-profit, administration, working with children or other relevant experience
- Mastery of concepts of early learning/literacy skills attainment
- Excellent communication skills both written and verbal to inform varying audiences
- Excellent computer skills
- Experience working collaboratively with school administration and teachers
- Comfortable exercising supervisory role over adults
- Other relevant professional experience may be considered

Preferred Education/Experience:

- Master's in Education or relevant course of study
- Experience supervising adult employees
- Experience promoting ABAR work and ensuring inclusive spaces are developed and maintained

Core Competencies:

- **Equity:** demonstrates awareness, attitudes, knowledge and skills that foster a climate of racial equity, diversity, and inclusion
- **Collegiality:** is helpful, respectful, approachable and team oriented, builds strong working relationships and a positive work environment
- **Adaptive Thinking:** demonstrates the ability to recognize unexpected situations, quickly consider various possible responses, and decide on the best one.
- **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
- **Driven to Support Student Success:** 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

Supervision Exercised

- Tutors

Environment and Conditions

- Position works remotely from school sites and home, with regularly scheduled meetings at Reading Results. 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