



**JOYFUL  
READERS**



**AmeriCorps**

## **Literacy Coach Position Description**

### **About Joyful Readers**

Joyful Readers is committed to helping Philadelphia students gain the literacy skills they need to become successful, confident, and yes...*joyful* readers! We recruit, train, and lead a racially, culturally, and generationally diverse cohort of AmeriCorps tutors who provide high-dosage reading tutoring to K-3 students in Philadelphia schools. The service of our tutors ensures that students in systemically under-resourced schools gain the skills they need to succeed in school, at work, and in their daily lives.

Our tutors receive a month of full-time training in September, including taking the AIM Institute for Learning & Research Pathways to Proficient Reading course, a graduate-level course that helps educators learn about the science of reading. In addition, tutors receive training facilitated by the Literacy Team preparing them to support students. In October, tutors are placed in a Philadelphia elementary school until the end of May where they tutor pairs of students for 30 minutes per day, Monday through Friday, supporting a caseload of 20-22 students.

### **Position Overview**

The Literacy Coach (LC) is responsible for leading 10-13 AmeriCorps tutors through a full-time, 9-month school-based service year. The LC manages and provides individualized coaching to each of their tutors, across 4-5 partner schools. They help them to provide impactful reading interventions daily to students in grades K-3. The LC is the frontline manager of school partnerships, collaborating with a school-appointed liaison such as a reading specialist or school administrator. The LC serves on a small team of fellow LCs and reports to the organization's Literacy Director.

Anticipated start date: Late April with flexibility for a later start date for the right candidate.

Salary: \$63,000 per year, plus benefits

Most work for this position is completed in-person and cannot be performed virtually, although occasional flexibility to work remotely will exist.

### **Position Details**

The work of our Literacy Coaches (LCs) evolves throughout the course of the year.

In September, LCs work as a team to onboard, train, and support our AmeriCorps tutors as they start their year of service. LCs spend a significant portion of their day facilitating training sessions, supporting AmeriCorps tutor onboarding, providing general leadership, and supporting AmeriCorps tutors personally and professionally as they become accustomed to their year of service. Simultaneously, LCs collaborate with school partners to build tutoring schedules and student caseloads, preparing for an October tutoring launch.





# JOYFUL READERS



## AmeriCorps

### **Position Details (cont.)**

In October, LCs ensure that the tutors they lead are successfully integrated into their assigned schools and that tutoring schedules allow for consistent, daily support of students. LCs observe and coach tutors as frequently as possible to support tutors as they begin building relationships with students and school staff and implement their reading interventions for the first time.

Throughout the rest of the school year (November–May), LCs provide weekly observation and coaching to each tutor they supervise. Coaching includes opportunities to plan, co-teach, model, and debrief instruction with each tutor. LCs are critical to ensuring that tutors provide high-quality support to students that need and deserve it. LCs meet weekly with school-appointed liaisons to review data, progress monitor student caseloads, and adjust tutoring as needed.

In summer months (June – August), LCs plan for the upcoming school year and recruit and interview tutor candidates for the year ahead.

Throughout the year, LCs lead the following activities:

- Recording and analysis of student enrollment, participation, and outcomes data, including analysis of reading assessment data
- Utilization of performance management tools to coach and motivate AmeriCorps tutors
- Training and teambuilding sessions for AmeriCorps tutors
- Committees that plan special events and ongoing initiatives for the AmeriCorps tutor cohort

They also support the following activities:

- AmeriCorps tutor recruitment and interviewing
- School visits from foundations, corporations, and community members interested in Joyful Readers
- Grant reporting
- Compliance with AmeriCorps policies
- Special events such as our MLK Jr. Day of Service, Early Literacy Convening, and Young Reader of the Year Awards
- Other organizational initiatives designed to strengthen the service of Joyful Readers

### **Benefits**

This is a full-time position; all Joyful Readers full-time employees receive generous paid time off allowances (vacation, personal, sick, and organization holidays). Full-time employees may participate in our benefit programs including health and dental insurance, and retirement benefits. Literacy Coaches will receive ongoing training, coaching support, and professional development to build their professional capacity.

Employment at Joyful Readers is at-will. Joyful Readers does not sponsor work authorization visas.





# JOYFUL READERS



## AmeriCorps

### Position Qualifications

- A passion for ensuring students can read on grade level
- At least 4 years of experience in a reading instruction role, such as elementary classroom teacher, reading specialist, instructional coach, etc.
  - Experience with structured literacy (or what is often referred to as the science of reading)
  - Completion of formal training such as Wilson, Orton-Gillingham, AIM Pathways, or LETRS preferred
  - Experience with Wilson Foundations preferred
- Experience working in communities and/or schools with majority Black and/or Latinx populations
- A clear passion for supporting and coaching new educators in their work to help students read on grade-level
- Familiarity with and experience analyzing data from nationally normed reading assessments such as STAR or MAP
- Experience leading or managing diverse groups of people preferred
- AmeriCorps experience a plus
- Spanish-language fluency and/or familiarity with African-American Vernacular English (AAVE) a plus

As an equal opportunity employer, Joyful Readers is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.

We encourage people from underrepresented backgrounds to apply, particularly people of color, members of the LGBTQIA+ community, and people from low-income backgrounds.

### How to Apply

E-mail us at [serve@joyfulreaders.org](mailto:serve@joyfulreaders.org)

Please include your resume or CV as a Word or PDF file.

