



# 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 AmeriCorps tutors who provide high-dosage reading tutoring to K-3 students in Philadelphia schools. The service of our tutors ensures that students 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 from late August through late September, including taking the AIM Institute for Learning & Research Pathways to Structured Literacy 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 late September, 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. Working in 4-5 partner schools, LCs are responsible for managing tutors and their performance, as well as providing instructional coaching to ensure that tutors provide impactful reading interventions daily to students. 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: Mid July

Salary: \$75,000 per year, plus benefits

Location: This position is primarily in-person with occasional flexibility for remote work.

### Position Details

#### Management and Coaching

- Collaborate with the Literacy team to onboard, train, and support the AmeriCorps tutor cohort as they start their year of service
- Facilitate training sessions, support curriculum practice, and build community amongst tutors through team leadership and teambuilding activities
- Support tutor integration into partner schools by helping them make connections with school staff, learn school norms and policies, and build relationships with students
- Model and co-teach lessons and provide instructional coaching to ensure effective curriculum implementation and student growth
- Supervise day-to-day activities, including attendance compliance, timesheet tracking, data accuracy, and tutor performance.





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- Create a supportive and collaborative environment to allow for feedback and support for tutor professional development
- Manage and monitor student data systems related to student tutoring dosage and reading assessment data

### **School Partnerships**

- Build deep relationships with school administrators (e.g. principals, reading specialists) that support short- and long-term student outcomes and align tutoring efforts with school goals
- Collaborate with school partners to build tutoring schedules and student caseloads
- Meet weekly with school partners to review data, progress-monitor student caseloads, and adjust tutoring as needed

### **Organizational Leadership and Collaboration**

- Collaborate with the Literacy Team to strengthen management, coaching, training, and partnership systems
- Conduct AmeriCorps tutor interviews and support recruitment efforts
- Host school visits from foundations, corporations, and community members interested in Joyful Readers
- Collaborate with development staff on grant reporting and communications
- Ensure compliance with AmeriCorps and organizational policies
- Support planning for special events such as our MLK Jr. Day of Service, Early Literacy Convening for school administrators, and Young Reader of the Year Awards

### **Benefits**

This is a full-time, 12-month position; all Joyful Readers full-time employees receive generous paid time off allowances (vacation, personal, sick, and organization holidays). In addition, Literacy Coaches receive a 2+ week paid break in late June/early July in addition to our standard time off allowances. Full-time employees may participate in our benefit programs including health, dental and retirement.

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

### **Position Qualifications**

- A passion for ensuring students can read on grade level
- At least 4 years of experience in a reading instruction role (elementary classroom teacher, reading specialist, instructional coach, etc.)
  - Experience with structured literacy (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 & UFLI Preferred
- Experience leading or managing diverse groups of people preferred





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- A clear passion for supporting and coaching new educators
- Familiarity with and experience analyzing data from nationally normed reading assessments (e.g., STAR or MAP)
- AmeriCorps experience a plus
- Spanish-language fluency and/or familiarity with African-American English (AAE) a plus
- Preferred: Ability to lift, carry, and move instructional materials and curriculum resources weighing up to 10 pounds as needed.

Joyful Readers is an Equal Opportunity Employer.

### **How to Apply**

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

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

