



SUMMER LITERACY SPECIALIST Job Description

BASIC FUNCTION

We are looking for a part-time summer literacy specialist who wants to make a difference in the lives of students. Strong applicants will be energetic, creative, have experience effectively teaching elementary reading, have experience teaching at-risk students, have strong classroom management skills, and know how to help children with emotional problem solving.

REPORTING RELATIONSHIP

The literacy specialist will report to the Out of School Program Director

POTENTIAL PRIMARY DUTIES & RESPONSIBILITIES INCLUDE

- Assess students pre-program and at close of program at sites in Jefferson County.
- Teach a class of students in grades 1-5.
- Develop individual learning plans for each student.
- Lesson plan once a week using RIF curriculum, be prepared for lessons and activities, and implement lessons.
- Assist students one on one and in various groupings in reading, and writing.
- Attend and participate in orientation, meetings, and debriefing sessions.
- Help with daily sign-in and sign-out procedures.
- Communicate with families on an ongoing basis.
- Create and sustain a cheerful, respectful and supportive environment .
- Supervise and monitor student's safety.

QUALIFICATIONS

- Ability to take initiative, employ good judgment, and manage projects from beginning to end
- Strong communication skills
- Exceptional ability to manage details
- Ability to multitask
- Ability to meet deadlines and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Be available approximately four hours a week
- Currently enrolled in a bachelor's degree program (or hold a bachelor's degree) or equivalent work experience

BENEFITS

- Résumé-building experience in program management and evaluation and aspects of community relations
- Opportunity to learn about the work of nonprofits and their impact on communities
- Opportunity to build your network

REFERENCES

References should speak to the applicant's ability to work with a team, integrity, professionalism, responsibility, and flexibility.

TO APPLY

Submit your resumé, including contact information for two references to the AKR Program Team at info@arkidsread.org.

Learn more about our program by visiting www.arkidsread.org.