



## LIBRARY PROGRAM DIRECTOR Job Description

### BASIC FUNCTION

The Library Program Director is responsible for overseeing AKR @ the Library at 5 - 6 library sites. AKR @ the Library is a free summer tutoring program for students who are 6 months to a year behind in reading. The program's goal is to reduce summer slide and help students close grade-level reading gaps. The primary function for the Library Program Director is to provide oversight for the tutoring program. Strong applicants will be energetic, organized, have experience teaching elementary reading, have experience teaching at-risk students, feel confident coaching interns and program volunteers, and know how to effectively communicate with families to provide at-home coaching and support. The program sites will be located in Pulaski and Faulkner Counties.

### REPORTING RELATIONSHIP

The Library Program Director will report to the Program Coordinator.

### PRIMARY DUTIES & RESPONSIBILITIES INCLUDE

- Attend and participate in orientation, meetings, and debriefing sessions
- Supervise two college interns to create and sustain a cheerful, respectful and supportive environment for tutoring sessions
- Assess and evaluate students' pre and post program testing
- Lead family onboarding sessions
- Prepare and distribute family literacy take-home activities to extend learning at home
- Provide ongoing coaching to interns and tutors to individualize students' sessions to meet their specific needs
- Visit tutoring sessions each week
- Participate in and support Hoop Session

### QUALIFICATIONS

- A current Arkansas teaching license
- Demonstrated experience in early literacy education and the science of reading
- Exceptional classroom management skills
- Ability to take initiative, employ good judgment, and manage projects from beginning to end
- Strong communication skills
- Ability to manage details and 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 9 hours per week for 7 weeks plus additional hours for training, student evaluations, onboarding, and debriefing
- Must pass drug test and submit to background checks, including child maltreatment
- Access to reliable transportation

### BENEFITS

- A fun, impactful summer employment opportunity
- 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

COMPENSATION: This position is a part-time, contract position. Starting pay ranges from \$25- \$27/hour, commensurate with skills and experience.

Dates:

*Note: Dates are tentative, pending snow day makeup sessions at schools.*

- May 18 (tentative) - Training Session
- Week of June 3 - Pre-assessment and teacher and intern onboarding
- Week of June 10 - week of July 22 - Literacy Playground classes - Monday - Thursday with prep hours on Friday
- Week of July 29 - Post-assessments

TO APPLY:

Submit your resumé, cover letter, and two references to the AKR Program Team at [info@arkidsread.org](mailto:info@arkidsread.org). In the subject line, reference Library Program Director.

Learn more about our program by visiting [www.arkidsread.org](http://www.arkidsread.org).