



Director Let's Read! Literacy Tutoring Program - West Germantown Campus

Job Description

Term of Service: September 1 – May 31 (program runs Oct 1 – May 23)

Hours: 20 hours/week

Primary
Responsibility: Oversee and direct the West Germantown campus of the Let's Read!
Literacy Tutoring Program

Specific Duties to be carried out by Director or volunteers he/she oversees:

1. Implement a science-of-reading, phonics-based curriculum that will allow up to 25 second graders to grasp the fundamentals of reading in the context of bi-weekly, one-hour tutoring;
2. Purchase books, supplemental educational materials, and supplies for up to 25 one-on-one tutoring spots in a common community hall;
3. Publicize program with administration and staff of three local elementary schools as well as the general community;
4. Recruit, train, & coordinate adult and student volunteers to tutor and/or assist with tutoring on a weekly basis, creating systems for their care, supervision, and retention;
5. Register children for the program;
6. Interface and maintain positive relationship with parents, troubleshooting their concerns and supporting their role as parents;
7. Collaborate with tutors to track and determine reading/learning plan for each student;
8. Create warm, inviting and productive space for tutoring, awaiting parents, and tutors;

9. Oversee set up and breakdown of site for up to 25 tutor/student pairs, welcome table, waiting area, and MCAEL-sponsored ESL class;
10. Bi-weekly on-site management of entire program twice weekly between the hours of 4:00 and 7:00 p.m.
11. Maintain system of recording accurate attendance of all parties (students, adult volunteers, student volunteers, administrators);
12. Administer simple literacy assessment of each child at least twice through the year (October & May);
13. Submit mid-year reports of progress to parents re: their child and to hosting organization (GGC) about status of program;
14. Make recommendations to hosting organization re: scope, format, and other means of improving program for following year.

Requirements:

- A love for children and passion for their education
- Experience in primary or secondary school education
- Experience recruiting and coordinating volunteers
- Exceptional interpersonal skills with adults and children
- Good organizational and problem-solving skills
- Experience in multi-cultural environment
- Spiritual wellness

Preferred:

- Bachelor's Degree
- Fluency in Spanish
- Background in Teaching Reading at pre-K and/or elementary level
- Residence in Upper Montgomery County
- Versatility in relating to diverse demographics

Supervisor: Norm Gordon, Chief Catalyst, Germantown Global Connection Inc.

Office Space: 12850 Middlebrook Road, Suite #400, Germantown, MD 20874

Compensation: \$30/hour

To apply: Send cover letter and resume to ngordon0522@gmail.com or:

Norm Gordon
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