



Program Administrator Let's Read! Literacy Tutoring Program

JOB DESCRIPTION

Term of Service: September 1 – May 31 (program runs Oct 7, 2025 – May 21, 2026)

Hours: 10 hours/week

Primary
Responsibility: Oversee the academic instruction of the Let's Read! Literacy Tutoring Program at one of its sites

Specific Duties to be carried out by Program Administrator:

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. Bi-weekly on-site supervision of tutors twice weekly between the hours of 5:00 and 7:00 p.m.
3. Purchase books, supplemental educational materials, and supplies for 25 one-on-one tutoring spots in a common community hall;
4. Pair tutors with students in a manner that maximizes learning and accommodates the skills and needs of tutors and students;
5. Collaborate with tutors to track and determine reading/learning plan for each student;
6. Administer simple literacy assessment of each child at least twice through the year (October & May);
7. Submit mid-year reports of progress to parents re: their child and to hosting organization (GGC) about status of program;
8. 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
- Good interpersonal skills with adults and children
- Good organizational skills
- Spiritual wellness

Preferred:

- Bachelor's Degree
- Fluency in Spanish
- Background in Teaching Reading at pre-K and/or elementary level

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

Compensation: \$1,200/month (9 months)

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

Norm Gordon
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