



## **Literacy Coordinator (Spring & Summer 2022)**

### **Grades K-3**

#### **Overview**

The Stamford Summer Literacy Initiative is a project of Stamford Cradle to Career, a city-wide collective impact education initiative. The goal of the Stamford Summer Literacy Initiative is to help reduce the summer learning slide and help K-3 students maintain – or increase – their literacy abilities over the summer months. The initiative will have two tiers of support: 1) all students will benefit from a literacy rich camp environment and a designated literacy block; and 2) some students will receive targeted small group literacy instruction. The Ferguson Library is a key partner in this initiative providing resources and support to the literacy coordinator and coaches.

The Ferguson Library will hire several literacy coaches and one literacy coordinator to work at various Stamford community center summer camp programs to provide consistent literacy instruction and work with camp staff to create literacy rich environments. The coordinator will spend 10-20 hours/week over the Spring and Summer working with the design team, resourcing materials, training the literacy coaches as well as supporting 3-4 Stamford based camps.

#### **GENERAL STATEMENT**

The Literacy Coordinator provides training and oversight to multiple Literacy Coaches and coordinates with Stamford Public Schools and the Ferguson Library to structure and align academic support for literacy at summer camps in alignment with school curriculum and library resources. This position is responsible for developing a curriculum/set of strategies aligned to Stamford Public Schools curriculum for integration into summer programs and training literacy coaches and camp-based staff on literacy intervention strategies and creating literacy rich environments within the camps. They will manage and support the Literacy Coaches as needed. They will report to the appointed staff member of the Ferguson Library and Stamford Cradle to Career.

#### **MAJOR RESPONSIBILITIES**

- Leads development of a curriculum and set of strategies for early literacy – aligned with Stamford Public Schools early literacy curriculum and tools – that can be adapted, integrated, and implemented in different summer camp models.
- Provides professional development, program oversight and implementation, and coaching on literacy intervention strategies for Literacy Coaches, camp site staff and counselors, to devise and maintain support for student attainment of literacy targets.
  - Supports planning and implementation of professional development sessions for literacy coaches in alignment with SPS methodology.

## Literacy Coach (Summer) - Cont'd

- Assist and train literacy coaches to standardize literacy techniques and strategies across camp settings. This may include integrating literacy strategies into existing camp programming but is not limited to assistance with modeling differentiated teaching techniques to support interventions.
- Works collaboratively with camp directors to provide consistent high expectations for all programs.
- Plans and monitors targeted standards literacy instruction at various camp sites.
  - Establishes learning objectives consistent with use of student assessment data, requirements of Connecticut Core Standards, and knowledge of human growth and development.
  - Plans for and utilizes instructional methods, resources and evaluation techniques which foster a continuation of learning goals consistent with school time academic targets.
  - Guides the learning process toward the achievement of language arts grade level expectations, establishes clear objectives for lessons, units, projects, and communicates these objectives to literacy coaches, camp staff and teachers.
  - Continually collects, assesses and analyzes K-3 student data to monitor student progress in meeting literacy targets.
  - Make instructional adjustments that move the multi-site programs to improved measurable outcomes.
- Helps create and implement family engagement opportunities related to supporting literacy at home.
- Collaborates with Stamford Public School educators, SC2C and Ferguson Library staff leads to manage, track, and improve programming.
  - Tracks Literacy Coach attendance at assigned camp sites and supports Literacy Coaches to track student attendance.
  - Completes monthly logs to fulfill grant requirements.
  - Plan and facilitate regular (weekly) meetings with Literacy Coaches and other relevant staff.
  - Coordinates with Ferguson Library staff to ensure access to books and resources for Literacy Coaches and staff and students at the camps.
- Participates in training and collaborates with Stamford Public Schools staff on school literacy curriculum and approach.
- Performs other duties related to this assignment as assigned.

### **MINIMUM QUALIFICATIONS**

- Current Connecticut Professional Educator teacher certification; 102 Remedial Reading or 097 Remedial Language Arts Gr. 1-12 preferred. When released by the state, holders of the new coaching certification will also be appropriate for this position.
- Five (5) years of successful teaching experience.
- Familiarity with national, state, and local curriculum standards and frameworks.
- Experience with planning and delivering standards-based literacy instruction.

## Literacy Coach (Summer) - Cont'd

- Knowledge of student data analysis.
- Demonstrated experience in utilizing research-based literacy instructional strategies.
- Demonstrated experience in creating literacy rich environments.
- Knowledge of a range of effective instructional strategies, assessment tools, and research-based “best practices”.
- Experienced in coaching teachers or colleagues preferred.
- Experience working in a camp setting is preferred.
- Demonstrated ability to work well with others.
- Committed to the growth and academic development of all students.
- High standards of ethics, honesty, and integrity.
- Knowledge of and/or demonstrate the ability to learn and implement Operating Systems (i.e. Windows); Office suites (i.e. Microsoft Office, Google Docs); Presentation Software (i.e. PowerPoint, Keynote); Spreadsheets (i.e. Excel, Google Spreadsheets); Communication and Collaboration tools (i.e. Skype); Accounting Software (i.e. QuickBooks); Student Information Systems (i.e. Naviance, Power School); or any other technology deemed relevant for this position. Computer proficiency in technology and data collection systems.

### **TERM**

Approximately 250 hours throughout the Spring and Summer of 2022. The length of this position will be Late-April through August.

### **SALARY**

Compensation will be \$50.00 per hour.

Please submit cover letter and resume as well as copies of your CT Certification to Stamford Cradle to Career at [stamfordcradletocareer@gmail.com](mailto:stamfordcradletocareer@gmail.com) with the subject “Summer Literacy Coordinator” by 5:00 p.m. on **Monday, April 18, 2022.**