



## **Literacy Coordinator (Summer 2023)**

### **Grades K-5**

#### **Overview**

The Stamford Summer Literacy Initiative is a project of Stamford Cradle to Career (SC2C), 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 one literacy coordinator to work with various Stamford community center summer camp programs to provide coaching and guidance to camp staff around creating a literacy rich environment and to lead literacy focused family engagement activities at the camps. The coordinator will spend up to 10 hours/week over the Summer working with SC2C and the Ferguson Library to design and plan, to support/coach camp staff including coordination and alignment with Stamford Public Schools and their summer school program, and to conduct family engagement at the camp sites.

#### **GENERAL STATEMENT**

The Literacy Coordinator provides training and oversight to the Stamford Summer Literacy Initiative, coordinating with Stamford Public Schools, the Ferguson Library, and Stamford Cradle to Career to structure and align supports to camp staff and families to promote reading over the summer in alignment with school curriculum and library resources. This position is responsible for training and coaching camp-based staff on literacy intervention strategies and creating literacy rich environments within the camps and designing and implementing family engagement. They will report to both Elizabeth McKay of the Ferguson Library and Lauren Scopaz Daunais of Stamford Cradle to Career.

#### **MAJOR RESPONSIBILITIES**

- Provides professional development, program oversight and implementation, and coaching on literacy intervention strategies for camp site staff and counselors, to support literacy activities for students within the camp setting.
  - In partnership with Stamford Public Schools staff, supports planning and implementation of professional development and ongoing coaching in alignment with SPS methodology on creating an overall literacy rich environment and supporting camp staff to plan literacy blocks within the camp day.

## Literacy Coordinator (Summer) - Cont'd

- Works collaboratively with camp directors to provide consistent high expectations for all programs.
- Helps create and implement family engagement opportunities related to supporting literacy at home, working collaboratively with camp staff and the Ferguson Library staff.
- Collaborates with Stamford Public School educators, SC2C and Ferguson Library staff leads to manage, track, and improve programming.
  - Tracks activities completed weekly, including but not limited to both numbers and content for staff coaching, family engagement and coordination.
  - Participates in regular (weekly) meetings.
  - Coordinates with Ferguson Library staff to ensure access to books and resources for 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.
- Experience working in a culturally competent manner with families from diverse backgrounds.
- Experience in coaching teachers or colleagues strongly preferred.
- Experience working in a camp setting is preferred.
- Familiarity with national, state, and local curriculum standards and frameworks.
- Experience with planning and delivering standards-based literacy instruction.
- 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”.
- 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.

## Literacy Coordinator (Summer) - Cont'd

### **TERM**

Approximately 80 hours in the Summer of 2023 running approximately 8 weeks between June 19-August 11.

### **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."