

Job Title: Summer Scholars Collaborative Literacy Support Specialist

Reports to: Volunteer or Program Manager of Assigned Program

Employment Status: Hourly Contract Summer Position

Schedule: As needed from 8-5p, M-F

Purpose:

Read Fort Worth's Summer Scholars provides access to quality summer learning programs to kindergarten through fifth graders, with primary emphasis on kindergarten through third graders in order to reinforce literacy skills over the summer. The Literacy Support Specialist is paid as a contract employee of the organization to which they are assigned. Major responsibilities include: assisting with classroom management support, staff coaching/mentoring, assisting with program-specific assessments, and providing constructive feedback regarding delivery of literacy best practices across multiple sites.

Key Responsibilities:

- Work 20 hours per week for the duration of the summer program assigned
- Must complete two mandatory training sessions (1-hour each) offered May 2020.
- Visit assigned organization site(s) during the times determined by the organization.
- Work with organization to provide one or more of the following support roles as determined by the organization:
 - Classroom management support,
 - Organization staff mentoring and coaching,
 - Proctoring program assessments, &/or
 - Providing literacy instruction support in alignment with best practices
- Communicate effectively with organization program staff and other Summer Scholars staff

Knowledge/Skill Requirements:

- Must be able to reliably travel to program sites across Fort Worth.
- Must have no less than 60 hours of college credit, with no less than three years of classroom experience. Preference given to current or retired certified Texas teachers.
- Must have a strong literacy instruction background.
- Must have worked with younger elementary students (K-2nd)
 - Experience with older elementary students is beneficial (3-5th)
- ESL knowledge/experience is preferred.
- Ability to work independently and in a collaborative manner with students, parents, program staff, and fellow Literacy Support Specialists.

Compensation: \$25/hr, 20-hrs/wk. Mandatory training included. \$20 weekly mileage stipend provided.