

Job Title: Program Specialist

Position Title:

Program Specialist

Hours:

Full-Time, Exempt

Salary:

\$57,000

Reports To:

Program Specialist Manager

Scheduled Start Date:

TBD based on interview cycle

The Organization: ALLMemphis is grounded in the vision of a fully literate community where one's zip code does not determine their life outcomes. Here in Memphis, we work to disrupt educational inequity by empowering young people to access language and literacy with the goal of dramatically increasing student literacy in our community. Through specialized training in multisensory language instruction (Orton-Gillingham), ALLMemphis empowers partner schools with skills necessary to meet the unique learning needs of our youth. See [our website](#) for additional information!

The Position Overview: At ALLMemphis, our strength is the efficiency and expertise with which we deliver leading-edge training, mentorship, and coaching in foundational literacy to build teacher talent and student reading outcomes in our community. We're proud to set the standard for success in our field. To help us continue our growth, we're seeking a passionate and experienced educator to join our high talented team as a Program Specialist. This position is primarily in-person and the major function of an ALLMemphis Program Specialist is to support a caseload of teachers across multiple schools in effectively using and becoming experts in understanding and teaching foundational literacy.

Core Responsibilities of an ALLMemphis Program Specialist:

- Support teachers in effectively using the Ditto Literacy curriculum. This includes the following ongoing tasks:
 - conducting teacher observations and fidelity checks
 - providing one-on-one teacher coaching sessions
 - facilitating professional development
 - using data to guide student placement in the Ditto Literacy Curriculum
 - attending data and support meetings
- Work in tandem with the Program Specialist Manager to directly partner with school administration to support the ALLMemphis model. This may include attending and contributing to meetings to provide feedback about teacher and student progress.
- Team Duties. As needed, to contribute to the overall needs and growth of ALLMemphis. This may include, but not limited to:
 - Suggesting updates to lesson plans, teacher resources, assessments, summer training materials, and software data entry for our software platform
 - Liaising with team members to ensure effective program delivery
 - Working with supervisors to understand vision and develop new initiatives and set activities
 - Participating in networking, community, and/or school-based events
 - Collaborating with the ALLMemphis Programs Team to engage families in supporting their scholar outside of dedicated school time.
 - Additional instructional activities as identified by the Director of Curriculum and Instruction (DCI) and/or Program Specialist Manager (PSM)

Required Qualifications:

- Valid & Active Teaching License (or active within last 3 years)
- Bachelor's Degree in education or related field
- Master's degree preferred
- At least 2 years teaching experience in grades K-6
- Experience with developing/coaching teachers
- Demonstrated knowledge of foundational literacy skills
- Commitment to continued education through professional learning opportunities outside of ALLMemphis
- Experience working in education, special education, or with young children
- Center of Effective Reading Instruction (CERI) Certification (must be obtained by the end of May 2023)
- Strong attention to detail
- Self-Directed Learner
- Experience working with diverse populations and stakeholders
- Commitment to Diversity, Equity, and Inclusion (DEI)
- Ability to work independently, communicate effectively, and maintain accountability for self and others
- Desire to work with a high-performance, collaborative, constructive peer group
- Commitment to ALLMemphis' mission and values, as well as a passion for educational equity
- Dependable mode of transportation for daily use

Desired Qualifications:

- Experience teaching and/or coaching the ALLMemphis model
- Experience working in Memphis public or public charter schools
- Experience with conducting presentations
- Professional development in the area(s) of:
 - o Diverse Learners
 - o Multisensory language instruction (Orton-Gillingham)
 - o Peer observation, coaching, and mentoring skills
 - o Response to Intervention
- Approachable, warm, and joyful
- Dedication to continuous improvement of self, program, and organization at large

To apply, please send a one-page cover letter, resume, and references to the Program Specialist Manager, Hillarie Pettiette (hpettiette@allmemphis.org) with 'Program Specialist' in the subject line. We will be reviewing applications and conducting interviews on a rolling basis beginning May 2nd, 2022. ALLMemphis celebrates diversity and does not discriminate on basis on age, race, religion, sexual orientation, ethnic or national origin in admission or in any other activities or programs.

ALLMemphis is proud to be an equal opportunity employer. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. There is more work to be done but with the contributions of our employees, partners, and community we can build an inclusive culture that celebrates the diverse voices that make our Memphis community so powerful.