



Job Title: Training and Curriculum Specialist

Position Title:

Training and Curriculum Specialist

Hours:

Full-Time, Exempt

Salary:

\$60,000

Reports To:

Director of Programs

Scheduled Start Date:

Rolling application process

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 building excellence and expertise in an instructor’s ability to teach foundational literacy. With specialized training, mentorship, and coaching 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. Our mission and values will always be at the heart of our work. Both our training and curriculum help us grow our mission-driven work. To help us continue this work, we are seeking a passionate and experienced educator to join our highly

talented team as a Training and Curriculum Specialist (TCS). This position is in-person and the major function of an ALLMemphis TCS is to work closely with the Director of Programs (DOP) to ensure that our curriculum and training materials help us expand our reach and meet the needs of schools, teachers, and students.

Responsibilities and Essential Functions

Training Support

Summary: One of ALLMemphis’ strategic goals is to develop a fully operating literacy training center that allows for multiple and ongoing training opportunities for the learning community. These trainings will address the needs of the following stakeholders: teachers, literacy specialists, interventionists, school administration, parents, and more. A major function of the ALLMemphis TCS is to support the DOP in building out the ALLMemphis Training Center. To support this work, the TCS has a range of duties that include, but are not limited to, the following activities:

- Primary responsibility for attracting and registering attendees to fill available training slots.
- Work with DOP to develop training plans, training curriculum, and training materials that meet participants’ needs.
- Collaborate with current and potential partners to identify and define training needs.
- Maintain current knowledge of advancements within literacy instruction.
- Maintain current knowledge of relevant trends in training.
- Facilitate (both virtually and in-person) training and professional development programming for diverse groups of adult learners.
- Internalize ALLMemphis’ content and programmatic offerings.
- In collaboration with the DOP, support the process of iterating PD & training content to ensure maximum efficacy.
- Create and build upon facilitator guides, participant materials, and associated slide decks for each training using existing templates.

Curriculum Support

Summary: Another of ALLMemphis' strategic goals is to extend our existing intervention curriculum (Ditto Literacy® PLUS) into a full English Language Arts offering to greatly expand our instructional impact. The TCS will work with the DOP through the following activities:

- Work closely with the DOP to plan, develop, and monitor high quality curriculum content.
- Expand existing Ditto Literacy® PLUS curriculum to support broader student base.
- Facilitate in-house trainings to increase Program Specialists (PS) expertise in foundational literacy.
- Edit and create lesson plans, teacher resources, and assessments for our suite of Ditto Literacy® offerings including Ditto Literacy® ELA and Ditto Literacy® PLUS.
- Work with the DOP to identify and support ongoing updates in the ALLMemphis/Ditto Literacy® curriculum that impact day-to-day instruction.
- Identify areas of potential curriculum enhancements of our curriculum that align with current research trends and state instructional requirements.
- Create additional support materials as needed to improve teachers' daily instruction.

Other Team Duties

- As needed to contribute to the overall needs and growth of ALLMemphis, Inc.
- These may include, but are not limited to:
 - Liaise with team members to ensure effective program delivery
 - Work with DOP and/or Executive Director (ED) to understand vision and develop new initiatives and activities.
 - Participate in networking/community events
 - Additional instructional activities as identified by the DOP.

Required Qualifications:

- Master's degree required
- Experience in effectively developing and delivering in-person and virtual trainings to diverse groups of varying sizes
- Must possess active Structured Literacy Classroom Teacher Knowledge Certificate (C-SLCT) from the Center of Effective Reading Instruction (CERI) Certification (or must obtain within the first 90 days of employment).
- Possess a deep understanding of schools, educators, and instruction.
- Experience working in high-needs schools
- Self-motivated and high degree of initiative
- Strong attention to detail
- Experience working with diverse populations and stakeholders.
- Ability to work independently, tackle communication, 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
- Knowledge of staff development as it applies to both teaching and learning, and leading professional learning communities.
- Ability to manage multiple projects in a fast-paced, time-sensitive work environment
- Ability to analyze and use data to identify professional development needs
- Understanding of how to evaluate, improve and report on the effectiveness of professional development
- Excellent writing, verbal communication, and presentation skills

Desired Qualifications

- Professional development in the area(s) of:
 - Multisensory language instruction (Orton-Gillingham)
 - Peer observation, coaching, and mentoring skills
 - Response to Intervention
- Experience teaching and/or coaching EL (Expeditionary Learning)
- 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 the names and contact information of three (3) professional references to careers@allmemphis.org with 'Training and Curriculum Specialist' in the subject line. We will be reviewing applications and conducting interviews on a rolling basis beginning October 5, 2023.

ALLMemphis celebrates diversity and does not discriminate on basis of race, religion, sexual orientation, ethnic or national origin in admission or in any other activities or programs. Candidates representative of our diverse community are encouraged to apply.

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.