

## **Job Title: Program Specialist**

**Position Title:**

Program Specialist

**Hours:**

Full-Time, Exempt

**Salary:**

\$58,000

**Reports To:**

Programs 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. To help us continue our growth, we're seeking a highly qualified individual to join our talented team as a Program Specialist. This position is in-person and the major functions of an ALLMemphis Program Specialist is to train, mentor, and coach teachers in becoming experts in understanding and teaching foundational literacy. See [our website](#) for additional information!

### **Core Responsibilities of an ALLMemphis Program Specialist:**

- Support teachers in becoming highly effective reading instructors aligned with best practices supported by the Science of Reading. This includes the following ongoing tasks:
  - conducting teacher observations/walkthroughs and fidelity checks
  - providing one-on-one teacher coaching sessions
  - facilitating professional development
  - using data to identify student deficits, guide student placement, and support teachers in creating educational plans to address gaps in small group settings
  - attending, contributing, and making recommendations at data meetings
  - working in tandem with teachers and school leaders to highlight students who need additional or alternative supports based on data internalization
- Provide feedback to teachers, coaches, and/or school leaders to receive best results from our partner schools
- Work in tandem with the Director of Programs (DOP) and Programs Manager (PM) to partner with school administration to support high quality instruction and student reading proficiency. This includes coordinating and leading meetings to provide feedback about teacher performance and student progress towards positive reading outcomes.
- Team duties as needed to contribute to the overall needs and growth of ALLMemphis. This may include, but not limited to:
  - Suggesting and implementing updates to lesson plans, teacher resources, assessments, 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 DOP and/or PM



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### **Required Qualifications:**

- Valid & Active Teaching License (or active within last 3 years)
- Bachelor's Degree in education or related field
- At least 2 years teaching experience
- Leadership experience with developing/coaching teachers
- Not currently employed by an ALLMemphis partner school
- Demonstrated knowledge of foundational literacy skills
- Commitment to continued education through professional learning opportunities outside of ALLMemphis
- Center of Effective Reading Instruction (CERI) Certification (must be obtained within first 90 days of employment)
- Strong attention to detail
- Self-directed learner
- Experience working, managing, and engaging 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-performing, collaborative, constructive peer group
- Recognize gaps in personal learning/understanding and create/implement a plan of action
- Identifies problems and actively seeks solutions
- Commitment to the organization's mission and values
- Dependable mode of transportation for daily use

### **Desired Qualifications:**

- Master's degree or Ed.S. preferred
- 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 (RTI)
  - o Data analysis
- Approachable, warm, and coachable
- Dedication to continuous improvement of self, program, and organization at large

To apply, please send a one-page cover letter, resume, and references to [careers@allmemphis.org](mailto:careers@allmemphis.org) with 'Program Specialist' in the subject line. We will be reviewing applications and conducting interviews on a rolling basis beginning July 1, 2024. 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. ALLMemphis uses E-Verify to confirm the employment eligibility of all new hires.*