



Literacy Coach Coordinator (Summer)

Grades K-3

Overview

The Stamford Summer Literacy Initiative is a project of Stamford Cradle to Career, 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 rising K-3 students maintain – or increase – their literacy abilities over the summer months. The initiative will have three tiers of support: 1) all students will benefit from a literacy rich camp environment; 2) most students will receive whole group literacy instruction; and 3) 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 six literacy coaches and one literacy coordinator to work at various Stamford community center summer camp programs to provide consistent literacy instruction and work with camp staff to create literacy rich environments. The coaches will spend 20 hours/week over 6-8 weeks in 3-4 Stamford based camps. The camps serve on average 100 children in K-3rd grade, meaning our target goal for number of children served is 400.

GENERAL STATEMENT

The Literacy Coach Coordinator will be responsible for: 1) being the liaison and main point of contact/communication between the six Literacy Coaches, the summer camps, the Ferguson Library, and Stamford Cradle to Career (SC2C); 2) providing coaching and support for the Literacy Coaches; and 3) providing professional development and academic support for literacy in the summer camp sites including individualized and group coaching on Literacy intervention strategies and creating literacy rich environments within the camps. The Coordinator may provide some direct small and/or large group literacy instruction to students at the camp sites as needed. The Coordinator will report to the President of Stamford Cradle to Career and Director of Youth Services at the Ferguson Library.

MAJOR RESPONSIBILITIES

- Manage all aspects of implementation of student literacy instruction and camp staff professional development at summer camps. Serve as main point of contact for Literacy Coaches.
 - Coordinate weekly Literacy Coach check in and planning meetings to share learnings, adjust programming, review and check data collection
 - Manage implementation of pre and post program assessments for students.
 - Manage Literacy Coach caseload distribution

Literacy Coach (Summer) - Cont'd

- Lead the planning and coordination for summer camp staff professional development, working with Literacy Coaches to implement
- Co-plan family educational sessions with SC2C and Ferguson Library, coordinating with Literacy coaches and camp staff to execute
- Meet regularly (bi-weekly or weekly) with SC2C Data Manager, the President of SC2C and other partners as needed to review data collection, program learnings, program needs.
- Assist with grant reporting guidelines and complete monthly logs as required.
- Coordinate communication, feedback, and data processes amongst Literacy Coaches, summer camps, the Ferguson Library and Stamford Cradle to Career.
- Provide and support Literacy Coaches to provide individualized and group coaching on literacy intervention strategies for camp site staff and counselors, to devise and maintain support for student attainment of literacy targets.
 - Assist and coach individual camp counselors with implementing literacy techniques and strategies. This may include, integrating literacy strategies into existing camp programming, but is not limited to, assistance with modeling differentiated teaching techniques to support interventions.
 - Work collaboratively with camp counselors and The Ferguson Library staff to provide consistent high expectations for all students.
 - Attend meetings with summer camp staff and Literacy Coaches as needed during the camp day.
- Plan and deliver targeted standards based whole and small-group literacy instruction, as needed. Support Literacy Coaches to:
 - Establish learning objectives consistent with assessment of student needs, requirements of Connecticut Core Standards, and knowledge of human growth and development.
 - Plan for and utilizes instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning targets.
 - Guide the learning process toward the achievement of language arts grade level expectations, establishes clear objectives for lessons, units, projects, and communicates these objectives to camp staff and teachers.
 - Continually collect, assess and analyze rising K-3 student data to monitor student progress in meeting literacy targets.
 - Make instructional adjustments that move student to appropriate reading targets.
- Perform 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. 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.
- Familiarity with national, state, and local curriculum standards and frameworks.



Literacy Coach (Summer) - Cont'd

- 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”.
- Experience managing and coaching teachers or colleagues required.
- Experience developing and delivery literacy professional development.
- Project management experience is preferred.
- Experience working in a camp setting is preferred.
- 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.

TERM

15-20 hours a week for 10-12 weeks during the Summer of 2021 (tentatively June 14-September 3) with some onboarding and planning time required in late May and early June.

SALARY

Compensation will be in accordance with the SEA contract.

Please submit cover letter and resume as well as copies of your CT Certification to Stamford Cradle to Career at stamfordcradletocareer@gmail.com with the subject “Summer Literacy Coordinator” by 5:00 p.m. on Monday, March 29, 2021. For questions, please contact Bridget Fox at bridget.fox@uwwesternct.org.