



Super Stars Literacy

PROGRAM DIRECTOR JOB DESCRIPTION

SUPER STARS LITERACY, INC.

Reports to: Executive Director

Supervises: Program Staff

Oversees: Program Managers, Volunteer Coordinator & AC Manager

The Super Stars Literacy, Inc. (SSL) Program Director leads the entire SSL Program team and directs the implementation and continued development of SSL's early literacy and social/emotional development program in Title I elementary schools in the East Bay region.

The Program Director reports directly to the Executive director and is directly responsible for leading the success of the program through effectively managing program operations, leading program strategy and design and being an advocate of the program. The Program Director is also primarily responsible for the hiring, training, supervision and management of program staff. As the program leader of the organization, the Program Director is responsible for the quality of learning, the implementation and refinement of evaluation metrics, that students are making progress in their literacy and social-emotional development skills and that relationships with school and district staff are strong.

Organization Overview

Super Stars Literacy's mission is to give every child the foundation for lifelong learning and achievement. Highly trained AmeriCorps members (Group Leaders) provide class-day intervention support and lead a structured extended learning time program focused on the development of early literacy and social-emotional skills for low-performing Kindergarten through second grade students in under-resourced communities.

Qualifications:

Required

- Bachelor's degree or equivalent experience
- Master's degree in education or related field
- California Teaching credential
- Strong elementary education background with experience in curriculum development. Passion for developing educational opportunities for at-risk students.
- Significant experience managing professional staff
- Inspirational leader with proven ability to provide strategic coaching and support to develop skills within others
- Proven success in preemptively and proactively identifying and addressing problems
- Excellent communication, organizational and interpersonal skills
- Ability to interact effectively with diverse groups and build meaningful strategic relationships
- Experience in producing, synthesizing and analyzing student assessment data
- Experience in demonstrating program impact through evaluation metrics. Familiarity with and experience working with literacy assessments & teaching strategies
- Experience in working with principals, teachers and district staff to convey program success factors and challenges, as well as managing organizational relations
- Excellent computer skills, including MS Office Applications as well as background in database management and online data storage

Preferred

- Experience with reading intervention or tutoring programs
- Fluency in the native languages of students served (ex. Spanish, Arabic, Cantonese, Mandarin)
- Administrative Credential or similar Educational Leadership experience
- Significant knowledge of bilingual literacy curriculum for early elementary (K-2) students

Primary Responsibilities:

Program Management and Supervision (70%)

- Successfully manage all relationships with principals, district leaders, teaching staff and leaders of after-school agencies at current school sites
- In conjunction with the Executive Director, finalize & secure MOU's from school sites
- Lead the implementation of the SSL program at new school sites.
- Provide program leadership, especially in the areas of literacy, youth development, curriculum, assessment, and effective instruction
- Manage the development and implementation of upgraded impact evaluation metrics and formative assessment processes to, respectively, demonstrate SSL's program effectiveness and continually improve program training and delivery
- Manage and support the AmeriCorps grant and the reporting requirements
- Maintain positive working relationship with SSL partners (school sites, community foundations, collaborative members, donors, volunteers, consultants, etc.)
- Lead SSL program development and network key levers to help assist in program development
- Manage and supervise the recruiting, hiring, training, supervision and review of the program staff
- Lead the development of Program Managers as instructional coaches and staff trainers.
- Create and manage program budget
- Manage and oversee the development & implementation of the SSL Training Program

Program Strategy and Design (15%)

- In conjunction with the Executive Director, continually pursue opportunities to improve program effectiveness and drive program efficiencies.
- Strategically work with principals, superintendents and other school district officials to best collaborate with the Super Stars Literacy organization
- Staff the BOD Program Committee
- Work with the board of directors to engage participants in program successes and challenges
- Support all Development staff and the Volunteer Coordinator in engaging volunteers, donors and funders in an effective and meaningful way
- Support AmeriCorps program in the design and alignment of grant management

Program Advocacy (15%)

- Advocate for the SSL program in an effective and informative way to all audiences, including educators, funders and other supporters
- Participate in external task forces and collaborative meetings
- Continually work to align outside resources to the organization to best leverage effectiveness

Commitment: Full time exempt position, some weekends and evenings.

Start Date: **February 2, 2015**

To apply, submit cover letter detailing your qualifications along with a resume to:

ATTN: Search Committee jobs@superstarsliteracy.org
(Please include "Program Director Position" in Subject line)