**Position Summary:** Reading Intervention Program Manager

The Reading Intervention Program Manager manages, oversees, and guides in planning, implementing, and supporting Reading Intervention programming at the Collierville Literacy Council and any satellite programs. The Reading Intervention Program Manager will determine curriculum, develop program structure for all levels of learners, oversee teachers’ and volunteers’ lesson planning, report results of instruction to Executive Director, collaborate with area agencies for programming, develop partnerships for students, and seek volunteer support. The Reading Intervention Program Manager will have knowledge of reading curriculum programs, a strong belief in structured literacy, and an understanding of learning and attention disorders.

**About the Collierville Literacy Council:** The Collierville Literacy Council is 35-year-old non-profit organization serving the greater Mid-South whose mission is to enrich communities and empower adults through literacy. Our vision is fostering lifelong literacy. We serve the community through support for children, adults who are non-native speakers, and entire families through monthly, themed, family literacy events and programming.

**Ideal candidate:**

* Has an education background as a teacher or tutor who understands terms structured literacy, balanced literacy, foundational literacy, phonemic awareness, morphology, orthography, fluency, and reading comprehension, and can provide real-world experience of such knowledge.
* Non-judgmental, compassionate leader who will put individuals’ learning needs first when considering education options
* An experienced teacher who has worked with English Language Learners and has knowledge and understanding of curriculum modifications, instructional best practices, and interventions
* A self-reflective and self-aware teammate who is dedicated to aligning their work to Collierville Literacy Council’s commitment to antiracism and who is eager to use these skills to contribute to a culture of diversity, equity, and inclusion
* A solutions-oriented multitasker with strong administrative and organizational skills, attention to detail, and ability to meet deadlines
* A strong, thoughtful communicator and collaborator who understands how to work with a variety of stakeholders
* A tech-literate educator with the ability to quickly learn and implement a variety of educational software
* An experienced program manager who is excited about strategically developing and scaling programming to support students throughout the Mid-South
* An understanding, appreciation and knowledge of learning and attention challenges and how those impact learning

**Responsibilities:**

* Assess and intake new Reading Intervention students for enrollment into classes or individual tutoring
* Communicate effectively with parents and teachers about testing results and a plan for intervention
* Evaluate curriculum options, considering budgeting and training requirements for teachers and volunteers
* Determine and manage one-on-one and small group tutoring times
* Find, interview and train lead teachers for future satellite locations with Executive Director
* Find, interview and train volunteers for teacher support as needed
* Collaborate and partner with area agencies and schools to increase enrollment and provide resources to parents of Reading Intervention students for additional support as-needed
* Plan and facilitate Reading Intervention community programming
* Stay current for TN Reading Intervention support and mandates
* Develop and deliver training for teachers and volunteers
* Attend and give reports during staff meetings
* Work with other stakeholders to create and manage LMS and online learning programs
* Attend community functions as a representative of the Collierville Literacy Council
* Answer phones and performing general office assignments as necessary for a small office environment

**Work environment:** This work is in a private office environment at a cubicle. You will mostly sit and stand.

**Physical requirements:** You should be able to lift boxes of books up to 50 pounds.

**Position Type:**

This position is for 32 hours a week (Monday-Friday 9 am – 3 pm) beginning at $16 an hour. Work is a blend of in-office and remote work. Some travel in the city may be required.

**Required/Preferred Education and Experience:**

* Bachelor’s Degree required
* Additional Orton Gillingham or Science of Reading education required
* 5-years’ experience teaching or tutoring preferred
* Understanding and recognition of learning and attention challenges preferred

**Benefits:**

* Flexible work schedule depending on work requirements
* Two weeks’ paid break at Christmas
* 10 paid holidays for full-time employees

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Collierville Literacy Council is an Equal Opportunity Employer and will not discriminate against an applicant or employee on the basis of any legally recognized protected basis under federal, state or local laws, regulations or ordinances. Our mission is to enrich communities and empower individuals through literacy. This is a value we highly support and strongly encourage candidates of all backgrounds to apply.