



Dates: December 2016 - February 2017

Location: Select schools in Philadelphia, PA and Oakland, CA

Thinking about the problem

Millions of low-income children suffer from our nation's persistent reading achievement gap and they lack requisite literacy skills to access life opportunities. Schools continue to make great strides by improving educational practices, but students spend only 25% of their waking time in traditional school settings. What if we were able to capitalize on the remaining 75% of their time? What if we were able to help children spend more time reading after school and during school holidays? What if we equipped families to become their kids' reading coaches at home?

Moving towards a solution

Springboard partners with schools to augment children's reading time beyond traditional classroom hours. Springboard teachers plan targeted reading instruction for prekindergarten through third grade scholars during summer or after school sessions. Teachers conduct home visits and facilitate family workshops to equip family members to become reading coaches for their children at home. Parents and teachers collaborate as a team to help all scholars move towards their individualized learning goals. Springboard strengthens this collaborative work by providing personalized coaching for teachers and by cultivating reading habits in students and family members. We welcome you to join in the collaborative movement.

About Springboard Afterschool:

The Springboard Afterschool program trains teachers to effectively target instruction and coach families in order to accelerate struggling readers' progress during the academic year. Key programmatic components include:

- **Baseline Data:** Teachers hone their assessment technique and obtain crucial information about scholars prior to programming by completing a reliable baseline reading assessment that will serve as the starting point for scholars' learning goals.
- **Family outreach:** Teachers lay the foundation for a strong partnership by creating individualized Student Action Plans and sharing them during home visits.
- **Coaching:** Springboard Coaches provide one hour of coaching to schools per week and lead weekly, hour-long Professional Learning Community (PLC) sessions training teachers on best practices around individualized literacy instruction and parent engagement.
- **Guided Reading:** Teachers lead small-group literacy instruction three days per week afterschool.
- **Family Workshops:** Four times throughout the program teachers lead workshops training parents to teach reading.
- **Learning Bonuses:** Contingent on parent attendance and commensurate with student reading growth, Springboard distributes learning tools to families during a capstone celebration.

Who we're looking for:

Springboard invites passionate community members and school employees to apply for the position of Enrollment Coordinator for Springboard Afterschool 2016-17. The Enrollment Coordinator will oversee successful student and family outreach and registration for the program at their school. Enrollment Coordinators are also the primary point person at the school for all Springboard-related questions and communication prior to programming. Ideal candidates are creative, proactive individuals who enjoy connecting with others. They are skilled communicators with a knack for mobilizing and energizing students, families, and teachers.

Responsibilities:

Springboard hires proactive and creative professionals—willing to go above and beyond—to lead our student and family enrollment process. The following list is not meant to be exhaustive, but, rather, to provide applicants an overview of the position. More detailed responsibilities will be distributed upon hiring.

- Create and implement a recruitment plan with school administration.
- Create excitement about Springboard Afterschool among teachers, families, and students.
- Serve as point person for all things Springboard-related in their school community.
- Maintain and organize enrollment paperwork.
- Input complete and accurate student registration information in Springboard's data system.
- Regularly communicate progress with Springboard team members.

Requisite skills & characteristics:

- Knowledge of and strong relationship with school and neighborhood community.
- Superior initiative: goal-oriented and self-motivated.
- Strong interpersonal skills and ability to communicate with teachers, students, and families.
- Enthusiasm for family engagement and a belief in our collective ability to close the achievement gap.
- High level of personal organization and planning.
- Access to phone and computer with Internet.
- Talent and determination necessary to mobilize and energize school community.

Compensation:

Enrollment Coordinators are compensated in proportion to the number of students and families they successfully enroll. As Enrollment Coordinators approach target enrollment, total compensation increases.

To apply:

Send a resume and cover letter with the subject "'Your Name' – Afterschool Enrollment Coordinator" describing your interest to: info@springboardcollaborative.org.