



Dates: December 2016 – June 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 incentivizing family participation and student goal achievement. 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 Collaborative invites passionate educators and skilled managers to apply for the position of Site Manager for the 2016-17 Springboard Afterschool session. The Site Manager position is ideal for an educator with deep PreK-3rd grade literacy content knowledge and an interest in honing management skills in a fast-paced environment. Site Managers lead their sites and are responsible for setting a powerful vision for student achievement and motivating others to execute on that vision through effective planning, leadership, and management. Site Managers must also share a strong commitment to closing the reading achievement gap by fostering meaningful collaboration with parents.

Responsibilities:

Springboard hires proactive and creative professionals – willing to go above and beyond – to lead Springboard Afterschool. The following list is meant to provide applicants an overview of the position. More detailed responsibilities will be distributed with pre-work upon hiring and will commensurate situationally with site specific needs.

General responsibilities

- **Site leadership:** Take ownership for student reading growth and program fidelity at your site; actively participate in scheduled meetings
- **Teacher coaching and guided reading instruction:** Coordinate with the Springboard Literacy Coach to coach teachers towards personal goals and in best practices for guided reading instruction after school
- **Family engagement:** Train family members to be their child's reading coach at home
- **Assessment and data-driven action plans:** Ensure every scholar is using a data-based Student Action Plan to cultivate new reading habits

Specific responsibilities before programming, November 2016-January 2017

Site leadership and teacher coaching: Attend, engage and/or co-facilitate Springboard trainings and school-based Professional Learning Community (PLC) sessions:

- Attend and engage in a school-based **Principal Planning Meeting** (Nov-Dec)
- Co-facilitate a school-based **Teacher Info Session** with a Springboard Facilitator (Nov-Dec)
- Attend a centralized 2-hour **Springboard Orientation** (December 7 or 8, 2016)
- Co-facilitate a school-based PLC on **Family Engagement** with a Springboard Facilitator (Dec)
- Co-facilitate a school-based PLC on **Assessment & Differentiated Instruction** with a Springboard Facilitator (Jan)
- Attend and engage in a centralized **Springboard Saturday Seminar** (Jan)
- OPTIONAL: Attend **Saturday Professional Developer Seminar** to understand Springboard's coaching model (Dec)

Family engagement

- Partner with Enrollment Coordinator and school administrator to create enrollment plan (Dec)
- Proactively enroll scholars to reach enrollment target (Dec-Feb; Site Manager takes full responsibility for enrollment one week prior to the start of programming)
- Co-facilitate a **Family Information Session** with your school's Enrollment Coordinator at your school site (Dec or Jan)

- Assist in planning and conducting home visits for every Springboard family (Dec-Jan)

Assessment and data-driven action plans

- Coordinate and assist in accurate administration of running record assessments before the start of the program
- Manage the collection and review of assessment folders for all scholars
- Ensure accurate data entry of student assessment levels and class rosters

Specific responsibilities during programming:

- Meet with the Afterschool Literacy Coach 3 times during the week:
 - *1:1 Planning Meeting* to discuss school-wide data (student enrollment, student reading growth, daily student attendance, and parent workshop participation) and content for weekly PLCs using Springboard's database system, SLINKY (day/time selected at your discretion)
 - *Co-facilitate PLCs* with the Afterschool Literacy Coach (Monday)
 - *OPTIONAL: Teacher Coaching Meeting* on classroom observation(s) (day/time selected at your discretion)
- Serve as site leader every day of programming, Monday-Thursday for ten weeks; coordinate with Springboard Literacy Coach to ensure teachers receive coaching and support
- Report progress and celebrate success during program to Springboard Program Director and school principal
- Anticipate potential challenges and actively troubleshoot challenges as they arise, leveraging the support of the Springboard Literacy Coach and Program Director as needed
- Use the site's Fun Fund to create a positive, results-oriented culture
- Coordinate with Program Director to ensure receipt, storage, distribution, and collection of program materials
- Manage complete and accurate data collection and entry; review and approve guided reading lesson plans and Student Action Plans
- Coordinate the transition of scholars into their Springboard classrooms after school
- Address any scholar's health or behavioral concerns according to plan developed at Principal Planning Meeting
- Take responsibility for every scholar until he/she is picked up by their family

Family engagement

- Plan family outreach for nightly reading, at-home Student Action plan practice, and active participation in Springboard Family Workshops
- Ensure families receive goal letters and action plan letters before or by the first workshop
- Proactively rally families to ensure at least 90% attendance at Family Workshops
- Host formal make-up workshops and coordinate with families for additional, personalized make-up sessions
- Generate an open stream of communication with families: be available, support teachers' use of communication folders, tend to individual families' and community-wide needs
- Plan and host capstone Learning Bonus Celebration for students and families to award incentives and celebrate students' progress and family participation

Assessment and data-driven action plans

- Manage the collection and review of assessment folders for all scholars
- Prioritize the use of assessment data to guide lesson plans and Student Action Plans
- Review and approve Student Action Plans, ensuring every scholar has a child-friendly Student Action Plan
- Ensure clear communication with teachers and families about reading growth goals and corresponding incentives
- Coordinate and assist in accurate administration of running record at the end of the program

Specific responsibilities after programming

- Collect and share photographs and artifacts
- Compile and submit student and parent data and survey results
- Complete Springboard debrief process

Requisite skills & characteristics:

- Willingness to drive outcomes, solve problems, and foster collaboration
- Capability to take ownership of school and the success of the Springboard session
- PreK-3rd grade literacy content knowledge
- Strong organization skills with acute attention to detail
- Excellent interpersonal communication skills, especially with teachers, parents, and students
- Enthusiasm for family engagement and a belief in the ability to close the achievement gap

Compensation:

- Site Managers are compensated \$40/hour to attend pre-programming training sessions
- Site Manager are compensated \$3,000 for all programming responsibilities
- Site Managers are eligible for a performance bonus up to \$400 based on student action plan completion and family participation metrics

To apply: Send a resume and brief cover letter with the subject “Your Name’ – Afterschool Site Manager” describing your interest to: info@springboardcollaborative.org. All candidates will be interviewed and asked to submit sample work.