



**Dates:** Part-time responsibilities January - May, 8 weeks of full time summer responsibilities

**Location:** Select schools in Washington, DC

### The Problem

Millions of low-income children are impacted by our nation's persistent reading achievement gap. Children spend only 25% of their waking time in traditional school settings and many lack continuous access to learning during out of school time. What if we capitalize on the remaining 75% of their time? What if we create collaboration between families and teachers? What are the implications if we unlock growth potential to close the reading gap?

### Springboard's Solution

Springboard partners with schools to augment children's reading time beyond traditional classroom hours. Parents and teachers work as a team to help scholars move towards individualized learning goals. Teachers build relationships with families through home visits and facilitating family workshops. Further, they create individual plans targeting the needs of each student and share them with parents. Springboard leaders coach teachers, train family members and cultivate reading habits so that our scholars have the requisite skills to access life opportunities.

### About Springboard Summer:

Springboard Summer is an intensive, 5-week summer literacy program for Pre-K through 3<sup>rd</sup> grade students and their families. In each of our school partners, we train their existing teachers to implement the program. Springboard Summer includes the following program components:

- **Home visits:** Before programming, teachers visit the homes of their 15 students to build parent buy-in and lay the foundation for a strong partnership.
- **Instruction:** Teachers use Springboard curricula and baseline reading assessments to conduct daily, half-day literacy instruction with students grouped by reading level rather than age.
- **Family workshops:** Teachers facilitate weekly workshops that train parents to select on-level books and ask questions before, during, and after reading.
- **Coaching:** Site Leaders, hired from within each school, coach teachers towards a personal professional goal and lead weekly Professional Learning Community (PLC) sessions training teachers on best practices around individualized literacy instruction and parent engagement.
- **Learning Bonuses:** Springboard distributes educational incentives—including books and tablets—during a capstone celebration.

By training parents and teachers to collaborate, Springboard more than doubles students' annual reading progress and puts them on track to close the reading achievement gap by 4<sup>th</sup> grade.



### Does this describe you?

The Program Manager position is ideal for:

- A leader with a minimum of a B.A., ideally with an M. Ed., MBA or related degree.
- A leader with at least 5-7 years of overall professional experience; ideally within education, non-profits or program management/operations.
- A hands-on and participative multi-tasker with the ability to wear many hats in a fast-paced, entrepreneurial environment.
- An individual with unwavering commitment to quality programs and data-driven program evaluation.
- A leader that demonstrates excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- A technically strong individual with experience in managing and manipulating databases and datasets (Salesforce, MS Office products).
- A fiercely organized and execution-oriented individual with acute attention to the smallest detail.
- An excellent communicator and relationship builder with an ability to collaborate, prioritize, negotiate, and work with a variety of diverse internal and external stakeholders.
- Strong written and verbal communication skills befitting a persuasive and passionate leader.

### Are you ready to...?

#### Lead Springboard programming:

- Oversee implementation of Springboard Summer.
- Recruit, hire, and train seasonal staff members.
- Collaborate with school leaders to create unique and effective program plans.
- Ensure all staff have the training and materials needed to assess and teach.
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization goal achievement.

#### Forge strong partnerships:

- Support Springboard's East Coast Executive Director/Chief Strategy Officer/Program and Analytics Director in the school partnership process.
- Foster positive on-going school relationships and communicate frequently with school partners before, during, and after programming.
- Partner with like-minded organizations to enhance programming.

#### Use data to improve program quality:

- Work with staff to develop objective performance measurements across all sites and to ensure consistent, high-quality evaluation and goal setting for all employees.
- Collect, record, and analyze pertinent data; communicate data trends throughout programming.
- Conduct a program quality inventory to identify growth areas at program sites.

### How will we measure success?

We will measure success by answering the following questions:

- **Reading Progress:** Are students meeting reading growth goals? Do students have action plans?
- **Parent Engagement:** Did all families receive a home visit? Are parents attending our weekly workshops? Are parents cultivating new reading habits?



- **Program Enrollment and Attendance:** Did each of the schools in your region reach their target enrollment? Are enrolled students attending regularly?
- **Site Success:** Are Site Leaders empowered and supported to run high-quality programming at their school? Are Teachers achieving their growth goals? Are assessments conducted with fidelity and accuracy?
- **Stakeholder Satisfaction:** Are stakeholders receiving regular communication and updates on programming? Are Cluster Leaders and Site Leaders receiving necessary support?

### How will you spend your time before the start of programming?

Before programming officially starts, you will be required to spend time doing the following activities:

- Working closely with Springboard Staff to understand program direction and program requirements, and establish strategic and action plans for each school.
- Recruiting, hiring and assisting in the orientation and training of your staff, which include ensuring sufficient space and resources for training.
- Monitoring all enrollment and assessment activity to ensure conformity with best practices in consideration of local practice.
- Developing the calendar / schedule for sites.
- Ensuring all your staff have the materials they need, before they need it.
- Performing other duties as assigned.

### How will you spend your time during and after programming?

While each day and week is unique, you can generally expect to spend your time on the following:

- Leading by executing weekly meetings across multiple groups/people, which includes reporting progress and celebrating successes.
- Motivating all staff to remain optimistic when faced with challenges and encouraging high performance and values.
- Supporting and coaching Cluster Leaders and Site Leaders to ensure consistent, high-quality goal setting and programming for scholars and their families.
- Anticipating potential challenges and actively troubleshoot challenges as they arise, leveraging the support of Springboard Staff.
- Analyzing and strategically leveraging data to ensure key issues are identified and resolved.
- Overseeing the completion and accuracy of all assessment data.
- Participating in leadership debrief(s) and supporting Springboard Staff with post-programming debriefing meetings with all employees.
- Performing other duties as assigned.

### Compensation:

Springboard Collaborative will offer a competitive stipend for the summer and hourly pay for part-time work pre-programming.

### Reporting Structure:

This position reports directly to the Executive Director.

### To Apply:

Send a resume and cover letter with the subject "Your Name – Program Manager, City of Interest." describing your interest to: [info@springboardcollaborative.org](mailto:info@springboardcollaborative.org). Eligible candidates will be interviewed and asked to submit sample work.