



Dates: April and May - part time responsibilities, 6 weeks of full time summer responsibilities

Location: Select schools in Philadelphia, PA; Oakland, CA; 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 3rd 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 4th grade.

Does this describe you?

The Site Leader position is ideal for:

- An educator with deep PreK-3rd grade literacy content knowledge and an interest in honing their management skills in a fast-paced environment.
- A leader who is ready to drive outcomes, solve problems, manage relationships, and take ownership of a school community.
- A manager who is well organized and can adapt to the challenges of leading a school team.
- A cultivator of strong relationships with colleagues, students, families, and program staff.
- A believer in our collective opportunity to close the literacy achievement gap through hard work and meaningful collaboration with parents and families.

Are you ready to...?

Lead Springboard

- Set a positive, achievement-driven culture.
- Take ownership for student reading growth and program fidelity at your site.
- Plan and implement Ready Week at school site to communicate expectations to families and collect and review baseline assessments.
- Coordinate preprogramming activities, including student outreach and enrollment, teacher identification and hiring, and logistics planning in collaboration with the school's Principal and Enrollment Coordinator.
- Use data and feedback and Cluster Leader support to identify and resolve any barriers to growth opportunities for all teachers and scholars.
- Attend weekly leadership Citywide meetings to collaborate for information and materials relevant to the upcoming week.

Manage & Coach Your Team

- Coach your teachers towards personal-professional goals.
- Review and provide feedback on guided reading lesson plans and action plans.
- Lead weekly Professional Learning Community (PLC) meetings.
- Participate in weekly solutions-oriented check-in meetings to review data and address challenges with your Cluster Leader and Operations Lead.
- Keep complete and timely data on all aspects of programming.

Support Family Members

- Support enrollment process and outreach to fill every seat.
- Support teachers in completing a home visit for every child.
- Ensure teachers are prepared for fruitful family workshops.
- Communicate with families and conduct make-up workshops as needed.

Plan for Scholars' Reading Growth

- Support teachers in creating meaningful, data-based action plans for every scholar.
- Audit beginning and ending assessments to ensure accurate measure of reading growth.
- Support teachers in planning guided reading lessons.
- Plan a Learning Bonus Celebration for the last day of programming to celebrate success and distribute additional educational resources.
- Ensure successful performance at site as defined by key program metrics (student reading growth, daily student attendance, parent workshop attendance, home visit completion, action plans created, etc.).
- Coordinate materials inventory receipt, storage, and monitoring, including books, print materials, and incentives. Assist in packing, distribution, and organization as needed.



How will we measure your 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 creating new reading habits?
- **Program Enrollment and Attendance:** Did your school reach their target enrollment? Are enrolled students attending regularly?
- **Site Success:** Are Teachers achieving their growth goals? Is inventory organized and returned? Are assessments conducted with fidelity and accuracy? Are families engaged?

How will you be spending your time before the start of programming? (April – June 2017)

Before programming officially starts, you will set your school up for success by:

- Attending the Site Leader Orientation and all centralized Teacher PDs.
- Attending the Saturday Leadership Retreat Day, which will be held sometime in June.
- Hosting a family information session and helping to conduct Home Visits as needed.
- Assisting with enrollment, as needed
- Coordinating the hiring of teachers.
- Co-facilitating school-based PDs with one of Springboard's PD Facilitators and making up any missed school-based PDs for teachers.
- Ensuring teacher completion of pre-work and attendance at all trainings.
- Checking in monthly with your Cluster Leader to share your school's pre-programming activities and problem solve solutions to any concerns.
- Becoming proficient in navigating, finding resources, and inputting data into SLINKY, Springboard's database system.
- Preparing for and implementing Ready Week at your school site, including collecting and reviewing the accuracy of assessment folders.
- Performing other duties as needed.

How will you be spending your time during and after programming? (June – August 2017)

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

- Coaching and supporting teachers, and facilitating weekly Professional Learning Community (PLC) sessions on Family Engagement and Coaching and Student Action Planning.
- Administrative activities (including inputting data and reviewing teacher lesson plans, and ongoing communicating with school and Cluster Leader).
- Responding to unforeseen needs and challenges.
- Leading weekly data meetings with your Cluster Leader and Ops Leads, and participating in weekly 1:1 Coaching Meeting and Teacher Coaching sessions with your Cluster Leader.
- Leading your site by engaging with families and conducting make up workshops.
- Traveling to and attending weekly Citywide meetings.
- Participating in Performance Reviews and a Debrief with your Cluster Leader.
- Picking up and organizing resources for your school site.
- Compiling data and results for your school's Impact Report.



Compensation:

- \$6,000 for all programming responsibilities (Ready Week and five weeks of programming).
- \$40/hour to attend and co-facilitate all pre-programming training sessions.
- A performance bonus up to \$1,000 based on student action plan completion and family participation metrics.

Reporting Structure:

This position reports directly to a Cluster Leader who manages 3-4 Springboard sites. Site Leaders are also supported by a Program Director or Program Manager.

To Apply:

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