



Dates: April and May - part time responsibilities, 7 weeks of full time summer responsibilities

Location: Washington, DC; New York, NY

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 Cluster Leader position is ideal for:

- A leader who is ready to drive outcomes, solve problems, and take ownership of a cluster of schools (3-4 school sites, determined by size and location).
- An educator with deep PreK-3rd grade literacy content knowledge who is able to recommend professional resources based on site and coaching needs.
- A teacher coach who is experienced in facilitating teacher PLC sessions, small group, and 1:1 coaching.
- A manager able to design and implement interventions based on data analysis and school observations.
- 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.
- Support the planning and operations of Ready Week at school sites to communicate program expectations and collect and review baseline assessments.
- Track data and gather feedback to create school-wide action plans to identify and resolve barriers to growth opportunities for all teachers and scholars.
- Collaborate with other Cluster Leaders and Program Director (PD) or Program Manager (PM) regularly to align communication.
- Conduct end-of-program debriefs with each Site Leader.

Manage & Coach Your Team

- Observe teachers, provide immediate feedback to teachers (and Site Leaders), and provide additional teacher coaching as planned with Site Leaders.
- Conduct weekly solutions-oriented check-in meetings to review data and address challenges and concerns.

Support Family Members

- Oversee cluster enrollment progress to reach each of your school's enrollment targets.
- Ensure teachers and Site Leaders are prepared for fruitful family workshops.
- Support make-up workshop outreach and planning at each site to reach all families.

Plan for Scholars' Reading Growth

- Support teachers in creating meaningful action plans for every scholar.
- Collaborate with Site Leaders in creating Teacher Action Plans to aid teachers in reaching goals and creating guided reading lesson plans.
- Review student reading growth, Student Action Plans, teacher lesson plans, and Teacher Action Plans for all schools in cluster.
- Ensure successful performance across cluster as defined by key program metrics (student reading growth, daily student attendance, parent workshop attendance, home visits completed, 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 each of the schools in your cluster 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? Is inventory organized and returned? Are assessments conducted with fidelity and accuracy?

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

Before programming officially starts, you will set your team and schools up for success by:

- Attending the Cluster Leader Orientation, which will be held on a Saturday in April.
- Attending the Saturday Leadership Summit, which will be held sometime in June.
- Attending and supporting all Site Leaders and teachers at their professional development (PD) sessions, which includes attending school-based PDs (unless leading as a PD Facilitator for Springboard)
- Coordinating and tracking pre-program requirements at each school including information sessions, enrollment, logistics planning, and teacher hiring.
- Checking in monthly with PD/PM to share schools' pre-programming activities and problem solve solutions to any concerns.
- Checking in regularly with Site Leaders to discuss pre-program requirements and ensure teacher completion of pre-work.
- Ensuring teacher attendance at school-based PDs.
- Becoming proficient in navigating and finding resources on SLINKY, Springboard's database system.
- Ensuring the successful implementation of Ready Week at each school, including monitoring the completion and accuracy of assessment folders.
- Performing other duties as needed.

How will you spend 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 Site Leaders by executing weekly data meetings with the Site Leader/Ops Leads Team and weekly 1:1 Site Leader Coaching Meeting and Teacher Coaching sessions that involve modeling coaching sessions for the Site Leader.
- Administrative activities (including inputting data and reviewing data before meeting with school teams, and ongoing communicating with cluster).
- Responding to unforeseen needs and challenges.
- Meeting and coordinating with the PD/PM and other CLs.
- Attending and participating in a weekly Leadership Team meeting, a weekly Citywide meeting and Site Leader Performance Review and School Debriefs.
- Picking up and organizing resources for your school sites.
- Ensuring the fulfillment of SL programming and post-programming responsibilities, including compiling data and results for Springboard's Impact Reports.
- Auditing assessments with other Springboard team members.



- Participating in a Springboard Debrief.
- Traveling between sites and meetings.

Compensation:

Cluster Leaders are compensated \$40/hour for all approved meetings and trainings before the start of programming, but not to exceed 25 hours (unless when playing dual roles of Cluster Leader and PD Facilitator) and \$7,000 for 7 weeks of full-time work (one week prior to programming, five weeks of programming, one week after programming).

If interested, cluster leader candidates should also apply for the role of “PD Facilitator, Springboard Afterschool/Summer.”

Reporting Structure:

This position reports directly to the Program Director or Program Manager.

To Apply:

Send a resume and cover letter with the subject “‘Your Name’ – Cluster Leader, ‘City You’re Interested In’” describing your interest to: info@springboardcollaborative.org. Eligible candidates will be interviewed and asked to submit sample work.