



**Dates:** 7 weeks of full time summer responsibilities

**Location:** Washington, DC; New York, NY; San Jose, CA

### 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 Operations Lead position is ideal for:

- A coordinator who is well organized, has acute attention to the smallest detail, and can adapt to the challenges of leading a school team.
- A communicator who can clearly synthesize information and relay it to diverse audiences.
- A leader who is ready to drive outcomes, solve problems, manage relationships, and take ownership of a school community.
- A curious and data-minded administrator with skills managing and manipulating databases, and mastery of the Microsoft suite and Google Applications.
- A believer in our collective opportunity to close the literacy achievement gap through hard work and meaningful collaboration with parents and families.
- A current graduate or PhD candidates or advanced BA/BS candidates or graduates with superior initiative, integrity, humility, strong work ethic, sense of humor, and “can-do” attitude.

### Are you ready to...?

#### Lead Springboard

- Use data to inform Springboard leadership and to guide operational and academic decision and action planning.
- Manage audit of student records for ongoing completeness and accuracy in Springboard’s database system, SLINKY—ensure that every electronic student record is accurate and updated on a timely basis.
- Communicate program expectations and results regularly with your school community.
- Assist with logistics of Ready Week at school site.

#### Manage & Coach Your Team

- Serve as point person for teacher technical support in using SLINKY; serve as liaison with network support office on SLINKY technical issues.
- Coordinate the distribution of instructional and other required materials, including incentives, from central warehouse to site, and return borrowed or excess materials to warehouse.
- Carefully track the location of materials at all times.

#### 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.
- Keep up-to-date records of family contact information.
- Assist in printing and distributing program documents to families.

#### Plan for Scholars’ Reading Growth

- Record student attendance, minutes read, progress towards goal data ensuring that it is reconciled and accurate, daily.
- Manage the operational logistics of student administration at the site, including the distribution of test materials to the classroom, and the collection and aggregation of test results.
- Assist Site Leader with planning and logistics for Learning Bonus Celebration.



### 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 your school reach its target enrollment? Are enrolled students attending regularly?
- **Site Success:** Are teachers achieving their growth goals? Is inventory organized and returned?

### How will you spend your time before the start of programming? (mid-June 2017)

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

- Attending the Leadership Summit, which will be held the Saturday prior to Ready Week in June.
- Assisting with enrollment input, as needed.
- Working with other Operations Leads to organize and transport all program materials.

### 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:

- Supporting teachers and your Site Leader with program implementation.
- Entering and monitoring data.
- Engaging with families and conducting make-up workshops.
- Organizing and tracking materials inventory on site and at warehouse.
- Attending and participating in weekly data meetings with your school's Cluster Leader and Site Leader.
- Traveling to and attending weekly Citywide meetings (which will be led by the Program Director or Program Manager) with fellow Operations Leads, Cluster Leaders, and Site Leaders.
- Responding to unforeseen needs and challenges.
- Participating in a Debrief.

### Compensation:

Springboard Collaborative will offer a competitive stipend *OR* work-study credit for this opportunity.

### Reporting Structure:

This position reports directly to the Springboard Site Leader but also works regularly with Cluster Leaders and the Program Director.

### To Apply:

Send a resume and cover letter with the subject ""Your Name' – Operations Lead, 'City You're Interested In"" describing your interest to: [info@springboardcollaborative.org](mailto:info@springboardcollaborative.org).