



Super Stars Literacy

PROGRAM MANAGER

The Super Stars Literacy, Inc. (SSL) Program Manager's primary responsibility is to ensure the implementation of Super Stars Literacy's early literacy and social emotional development program in Title I elementary schools in Oakland by leading and developing a team of 4-8 AmeriCorps Group Leaders. The Program Manager & Training Specialist plays a crucial role in coaching the Group Leaders and ensuring that they quickly develop the skills necessary to operate a successful program. This includes the facilitation of weekly trainings, and revision of existing training content. The Program Manager position is a member of a co-management team and is supported directly by the Executive Director.

Organization Overview

Super Stars Literacy believes that when a child learns to read, they are empowered to transform their future. The program specifically targets at-risk Kindergarten, first, and second grade students; and provides both daytime intervention and after-school programming in the areas of literacy and social emotional development.

Responsibilities

Program Leadership: Programmatic, Training, Recruiting and Fiscal

Programmatic

- Manage and support a team of 4-8 AmeriCorps Group Leaders across one to two school sites, serving as the primary program supervisor and educational expert.
- Build and maintain positive working relationships with Group Leaders at sites; support systems that provide for Group Leader collaboration and empowerment.
- Provide on-site support, weekly observations and debriefs for each Group Leader at each school site.
- Ensure strong communication with school principals, staff, and community partner organizations regarding important programmatic information.
- Actively coordinate with the AmeriCorps Manager to supervise completion of AmeriCorps member responsibilities including verifying member timesheets, tracking and supporting members' completion of minimum service requirements. (e.g. Minimum number of hours, participation in service project/retreat events)
- Design and manage multiple parent orientation meetings, daytime intervention and after-school program schedules.
- Work in collaboration with Volunteer Coordinator to implement quarterly family engagement events.
- Work with Group Leaders to establish and maintain family partnerships through on-going communication and assistance during family events.

Training

- Facilitates weekly group leader training.
- Coordinates initial and ongoing trainings in evidence-based practices and ensures competence and compliance of staff to techniques being used.
- Curate the training calendar based off existing training along with feedback from Program Team and Group Leader surveys.
- Make any necessary adjustments to the training scope and sequence.
- Manage training budget.
- Collaborate and lead in program development initiatives.
- Collaborate with program team for continuous program improvement.

Recruitment

- In conjunction with the program team, work to recruit a robust diverse group of Americorps members for the 2018-19 school year.
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Financial

- Ensure timely and accurate budgeting for training in accordance with overall organizational budget.
- Facilitate coordination with external training vendors and support payment process.

Qualifications

Mindset

A firm belief that all students, regardless of background, can achieve at high levels. An internal drive to support our Group Leaders in any way possible, to empower them to affect student growth and to demonstrate leadership initiative in removing obstacles that might stand in the way. A belief that a partnership with the schools and families creates a higher chance of success.

Strong candidates will have experience in:

- Elementary education and/or literacy instruction for children
- Managing extended learning staff and/or school-embedded intervention programs
- Developing and delivering training for adult learners
- Working with traditionally underserved populations
- Providing strategic coaching and support, to develop skills within others
- Self directed work juggle multiple priorities, relationships, and systems
- Working in, or leading, collaborative teams
- Using student assessment data to set and work toward ambitious goals
- Working with principals, teachers and district staff to convey program success factors and challenges, as well as managing organizational relations
- Behavior management systems and building classroom communities

Desired Qualifications or Skills

- Bachelors in Education, Master's degree preferred
- Past teaching experience or Teaching Credential
- Access to reliable transportation
- Fluency in native languages of students served (ex. Spanish, Cantonese, Arabic)

Salary: \$50,000 - \$60,000

Benefits: Medical, dental, paid vacation and sick time

Start Date: Applications will be accepted until the position is filled. Finding the most qualified long-term candidate is our first priority.

To apply, submit cover letter detailing your qualifications along with a resume to:

jobs@superstarsliteracy.org (Please include "Program Manager Position" in Subject line)

Super Stars Literacy, Inc
www.superstarsliteracy.org
333 Hegenberger Road, Suite 503
Oakland, CA 94621
Program Manager Position

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