

# Job Posting



Position	Department	Reports to	FTE	FLSA Class
Program and Partnership Director	Center for Literacy and Learning (CLL)	Dean, School of Education	.80	Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

**Scope of Responsibilities:** Direct and manage operations of the Center for Literacy & Learning as it relates to the tutoring center personnel, program quality, partnerships, donor relations, communications, and financial functions of the organization.

## General Responsibilities:

### A. Center for Literacy & Learning

1. Direct and manage operations of the Center for Literacy and Learning (CLL).
2. Collaborate with stakeholders to develop a vision and mission statement for the CLL grounded in SoR research.
3. Collaborate with partner schools and organizations in the community to organize community SoR awareness and engagement events.
4. Organize and direct a Summer Institute for lab school and clinical partners grounded in SoR evidence-based practices and training for mentoring and assessing teacher candidates.
5. Support early childhood initiatives
6. Support research initiatives
7. Implement positive communication and public relations between the CLL, SOE, partner schools and the greater community.

### B. Tutoring Center

1. Establish and supervise the after school tutoring center including personnel, physical space, advertising, and financial sustainability
2. Collect, analyze and interpret data as it relates to the work of the Tutoring Center
3. Recruit, train, and mentor teacher candidate teams to tutor small groups of local students three times a week.
4. Direct and develop all regular and student tutoring staff and day-to-day operations with discretion and independent judgment.
5. Direct the talent recruitment of student staff in each program area, including strategic decision-making about hiring positions and people to complement the current Lilly Center team(s) and fulfill the needs and mission of the organization.
6. Plan and facilitate all student meetings, including team meetings and individual meetings as needed.
7. Act as liaison between local school districts and the Tutoring Center
8. Collaborate with local school administrators and teachers on the behalf of students being served
9. Provide communication with tutoring families

### C. Grant Implementation

1. Ensure the timeline of activities in the implementation grant is adhered to and implemented.

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2. Assist with budget implementation
3. Organize and participate in site visits with the CLL's Executive Director and School of Education faculty to further develop understanding and knowledge of research-based practices and implementation of SoR for teacher preparation. A focus would be on finding model examples of rich clinical experiences that benefit preservice teachers' knowledge and skills while simultaneously enriching the reading experience of young readers.
4. Collaborate with the Executive Director and other School of Education faculty to recommend SoR revisions to the current literacy undergraduate coursework.
5. Collaborate and assist the Executive Director on writing and submitting grants to advance the work of the CLL.
6. Collaborate and assist the Executive Director with donor relations to advance the work of the CLL.
7. Collaborate with the Executive Director on a weekly basis.
8. Continue training and professional development in SoR as new research-based practices in SoR emerge.

#### D. Lab School

1. Collaborate with the Executive Director to establish a local lab school and county partner schools for SoR clinical partnerships.
2. Provide training and mentoring in SoR evidence-based practices for School of Education faculty, and lesson planning guidelines.

#### Qualifications:

##### Minimum:

##### A. Preferred:

1. Earned or in process of master's degree in the field of Education
2. Earned elementary education teaching license.
3. Experience in instructional coaching utilizing a Science of Reading (SoR) framework.
4. Experience utilizing a Science of Reading (SoR) framework in the classroom.
5. Expertise and experience in SoR initiatives.
6. A strong commitment to the mission and values of a Christian liberal arts institution and a desire to integrate faith with learning in all areas of life.
7. Strong familiarity with teacher education and state licensing standards.
8. Strong interpersonal skills and ability to effectively collaborate with stakeholders and partners.
9. Strong Christian faith, commitment and volunteer service experience.

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

Posted: 1/16/2024