



**Position Title:** Program Site Manager

**Reports To:** Program Director

**Date of Job Description:** March 2025

**Position Type:** .4 FTE – .7 FTE, salary

**Compensation:** DOE

### **Reading Results Mission**

Reading Results partners with schools to support students from systemically excluded communities in becoming successful readers. We believe that literacy is a basic human right, and we work to increase access and break down barriers through supporting students with an effective, individualized, culturally-responsive reading intervention program.

Reading by third grade is crucial to a child's educational development. Falling behind creates challenges that negatively impact a child's education and self-esteem for years to come. Reading Results is committed to helping struggling learners get on the path toward academic success and a brighter future.

### **The Position**

The Program Site Manager is an essential member of the Reading Results Program Team and is responsible for managing the day-to-day operations of the Reading Results program within the schools we serve. The overarching responsibility of the PSM role is to work towards equitable opportunities for all learners, utilizing an Anti-Biased/Anti-Racist lens, and upholding the mission of Reading Results.

### **Essential Job Responsibilities and Outcomes**

Primary position duties include:

- 1) Ensuring all aspects of the Reading Results program are implemented effectively through leading both student-centered and data-informed service; working toward the goal of all students accelerating reading skills.
- 2) Supervising, training, coaching and evaluating Tutor performance in delivering the Reading Results program with excellence and fidelity.
- 3) Fostering professional relationships, maintaining ongoing collaboration and communication with school principals, liaisons and teachers regarding student growth and success, assessment data, program needs, etc.

Other position duties include:

- Ensuring each student is accelerating reading growth at an adequate pace through:

*Because **all** children have the right to read and succeed.*

- supporting Tutors in using assessments and other student information to guide instruction
- ensuring Tutor and student match is effective
- regularly evaluating reading growth
- ensuring that designated materials and resources are utilized
- identifying student-specific interventions.
- Reviewing student growth and success to determine how to best coach Tutors in program delivery and to discern appropriate student placement and supports.
- Coordinating facilities, materials, schedules, and supplies necessary for both Tutors and students.
- Staying apprised of current evidence-based literacy practices.
- Tracking student data, administering and analyzing pre, mid, and post assessments and progress monitoring in collaboration with colleagues.
- Problem-solving school site-specific issues/concerns with the support of the Program Director, Executive Director and Operations Manager.
- Cultivating personal learning by actively engaging in the Reading Results continuous improvement model and ongoing ABAR work.

### **Education, Experience and Core Competencies:**

#### **Minimum Education Required:**

- Bachelor's in Education or relevant course of study
- Reading endorsement and/or proven success in teaching reading/literacy
- Other relevant educational experience may be considered

#### **Minimum Experience/Skills Required:**

- 4+ years' experience in relevant field/s: teaching, supervision, non-profit, administration, working with children or other relevant experience
- Mastery of concepts of early learning/literacy skills attainment
- Excellent communication skills both written and verbal to inform varying audiences
- Excellent computer skills
- Experience working collaboratively with school administration and teachers
- Comfortable exercising supervisory role over adults
- Other relevant professional experience may be considered

#### **Preferred Education/Experience:**

- Master's in Education or relevant course of study
- Experience supervising adult employees
- Experience promoting ABAR work and ensuring inclusive spaces are developed and maintained

**Core Competencies:**

- **Equity:** demonstrates awareness, attitudes, knowledge and skills that foster a climate of racial equity, diversity, and inclusion
- **Collegiality:** is helpful, respectful, approachable and team oriented, builds strong working relationships and a positive work environment
- **Adaptive Thinking:** demonstrates the ability to recognize unexpected situations, quickly consider various possible responses, and decide on the best one.
- **High Standards:** driven to achieve a standard of excellence with our work and outcomes
- **Time Management:** ability to prioritize, juggle multiple demands, plan ahead, manage workload
- **Data:** driven to utilize assessment data to guide instruction and curriculum and coach others on how to use data
- **Compliance:** Honors Reading Results and school district policies
- **Driven to Support Student Success:** is responsive, creative, and flexible to a child's academic and behavioral needs
- **Coachability:** receptive to feedback, willing to learn, embraces continuous improvement
- **Initiative:** takes ownership of work, does what is needed without being asked, uses multiple strategies to support student success, regularly asks questions specific to accelerating student achievement, asks for direction or support as needed

**Supervision Exercised**

- Tutors

**Environment and Conditions**

- Position works remotely from school sites and home, with regularly scheduled meetings at Reading Results. Position requires reliable transportation.
- Position requires occasional lifting of boxes up to 20 pounds

**The above statements describe the general nature and level of work only. This is not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added and/or this description may be amended at any time.**

**Reading Results is an equal opportunity employer, everyone is invited to apply**