POSITION ANNOUNCEMENT: READING SPECIALIST, SUMMER 2020
LOCATION: Horizons at San Francisco Friends School

Organization Background
Horizons at San Francisco Friends School (SFFS) is an award-winning program that helps build brighter futures for low-income children in the Mission District of San Francisco. Modeled after the national Horizons Student Enrichment Program, Horizons’ intensive six-week summer program is designed to prevent summer decline in academic performance and close the opportunity and achievement gaps. The program begins in Kindergarten and serves its students through 8th Grade, helping them build skills and self-confidence and realize their full potential through a unique blend of academic and cultural and recreational enrichment activities. Additionally, Horizons provides year-round programming to its students and families throughout the year. Working in partnership with Horizons families, referring schools in the Mission District, and the host school, Horizons at SFFS is committed to developing the whole child and offers activities that promote higher-level thinking and perspective, develop academic skills, leadership, and self-efficacy—all while raising student aspirations and expectations for their lives. Horizons currently serves approximately 119 students from Kindergarten through sixth grade and will continue to grow through 8th Grade. For more information about Horizons at SFFS, please visit http://www.horizonsatsffs.org, https://www.facebook.com/HorizonsSFFS and http://www.horizonsnational.org/.

Position Overview
Horizons at the San Francisco Friends School is seeking a dedicated and experienced Reading Specialist with expertise in literacy development for second language learners. We are looking for a professional, caring individual with the ability to engage students in learning and to teach all aspects of literacy; reading / writing / spelling / speaking (including phonetics, phonology, morphology, orthography, semantics, syntax and text structure) throughout our six-week summer enrichment program. Candidates must be willing to work as a team player to build this vibrant program, lead the development of the literacy program and help fulfill the Horizons mission. It is our hope that Horizons summer staff will be open to returning to the program for more than one summer, as we continue to work together, support our students, and build the program and the community.

ESSENTIAL JOB FUNCTIONS:
The Reading Specialist will work with the Executive Director and Lead Teachers to accomplish the literacy/academic enrichment, assessment and related literacy staff development goals of the program. S/he will coordinate all aspects of assessment with curriculum, identify tutoring needs, and keep all stakeholders informed of relevant implementations, issues and results. S/he will also identify novice readers who need support in order to stay on track, and will also assist students who are struggling with various reading deficiencies, and implement daily small group tutoring sessions with these students.

Specifically, the Reading Specialist will:
● Coordinate all aspects of standardized assessment in terms of the pre/post and any ongoing assessments, logistics for students and staff, site(s) for assessments, materials/technology needed
● Plan and coordinate the sharing of assessment results with all relevant staff members. Assist with any staff or volunteer development for accomplishing the needed academic growth for each student. When necessary, prepare a report on an individual student to be shared with the public school staff.
● Assist with staff training, by working with staff members individually and/or during staff meetings or professional planning days. Emphasize the importance of good oral language models for all students, and daily practice in developing higher levels of oral language for all classrooms, including art, music and other
Develop mentoring for new staff and volunteers on an “as needed” basis. Follow up regularly with staff to interpret student needs as curriculum is designed for students.

- Create, with assistance from classroom teachers, a rotating small group tutoring program for the six weeks of Horizons. The tutoring will be targeted at students who stand to gain the most from individualized instruction out of the regular classroom. Report back to classroom teachers informally as progress is made.
- Coordinating literacy resources and access to Horizons leveled library and guided reading books.
- Organize and supply needed data for ED and Horizons National, or other assessment data input.
- Meet regularly with Executive Director as needed to accomplish goals and/or problem-solve as issues occur.
- Be available for occasional consultation throughout the Horizons school year program.

QUALIFICATIONS:

In addition to a strong commitment to Horizon’s mission, this position requires a balance of knowledge of best practices for reading instruction and practical experience and proficiency in the skills of instruction. More detailed qualifications for this position include:

- Knowledge of grade level literacy standards and proven ability to plan and deliver effective, engaging, literacy instruction for second language learners.
- Knowledge and skill in elementary classroom management, social emotional learning and specific strategies for developing children’s noncognitive skills such as focus, determination, empathy and self discipline.
- Proven ability to relate effectively to a diverse community and demonstrate an understanding of culturally responsive instruction.
- Knowledge of concepts of print, letter recognition, phoneme awareness, decoding, fluency, spelling, vocabulary development, comprehension, composition, and having a consensus of findings for current reading research...all needed to be able to adequately teach students to communicate fluently.
- Awareness of the importance of oral language development for both non-English and English speakers.
- 5 or more years working as a Reading Specialist, Learning Specialist, Educational Therapist, or elementary school teacher.
- Experience administering reading skills assessments and interventions.
- A strong desire to make a difference in the lives of Horizons’ students and to address racial and socioeconomic disparities in educational opportunities and outcomes.
- Excellent interpersonal, organizational and time management skills and ability to maintain good communication between all parties, to have clear expectations and directions, and to provide feedback to the ED, to staff, and to Horizons National as the literacy program unfolds.
- Fluency in English/Spanish required, bicultural preferred.

Dates:

Summer, 2020
- Monday, June 15 - Friday, June 19 - Teacher orientation week and classroom set-up
- Monday, June 22 - Friday, July 31 - Six-week program (no program on July 3rd)

Year-round program:
- Required Dates: Saturday, May 16, 2020 and Saturday May 30 from 9:30-12:30

Compensation:
The salary range for the Reading Specialist position is $8,500-$9,800 (commensurate with experience) for seven weeks of full time work. The Reading Specialist is an exempt position and includes a week of prep prior to the program’s start and six weeks of summer program. Each Spring, teachers and staff are expected to attend two Saturday morning family orientation events (5/16 and 5/30) and two staff planning meetings (dates TBD). For ongoing staff, the position also includes non-mandatory participation in approximately four Saturday morning year round family events during the 2020/21 school year.

To Apply: Please email a resume and cover letter, outlining your skills and experience (Word format, please) to Abby Rovner, Director of Horizons at San Francisco Friends School at arovner@sffriendsschool.org with subject line “Horizons K–2nd Grade Reading Specialist.”
Horizons at San Francisco Friends School is an equal opportunity employer.