Job Title: Program Specialist Manager

The Organization: ALLMemphis is grounded in the vision of a fully literate community where one’s zip code does not determine their life outcomes. Here in Memphis, we work to disrupt educational inequity by empowering young people to access language and literacy with the goal of dramatically increasing student literacy in our community. Through specialized training in multisensory language instruction (Orton-Gillingham), ALLMemphis empowers partner schools with skills necessary to meet the unique learning needs of our youth. See our website for additional information!

The Position: ALLMemphis is seeking passionate, experienced educators to join our team as Program Specialists Manager (salary range: $64,000 – $68,000, based on experience). The major functions of an ALLMemphis Program Specialist Manager are to support 15–20 teachers across multiple schools in effectively using and becoming certified in the ALLMemphis curriculum, work closely with the Director of Curriculum and Instruction to oversee a caseload of schools, and manage/oversee the growth and instructional quality of one or more program specialists.

- Support teachers in effectively using the ALLMemphis curriculum. This includes bi-monthly teacher observations, one-on-one teacher coaching sessions, facilitating professional development, completing fidelity checks, and ongoing data and support meetings working directly with administration to support the ALLMemphis model. This may include scheduling and providing feedback for teacher observations, using data to guide student support, and keeping the administration engaged and informed on student progress.

- Work with the Director of Curriculum and Instruction to oversee a caseload of schools. The Program Specialist Manager will have a portfolio of schools for which he/she/they are responsible. He/she/they will work closely with the Director of Curriculum and Instruction to ensure programmatic needs are met and participate in strategy and planning of programs outcomes.

- Manage and oversee the growth and instructional quality of program specialist(s). The Program Specialist Manager will supervise program specialists to ensure the quality and integrity of their teacher feedback and ability to teach ALLMemphis lessons.

- Family Engagement. The Program Specialist Manager will collaborate with the entire programs team to engage families in supporting their scholar outside of dedicated school time.

- Team Duties. As needed, to contribute to the overall needs and growth of ALLMemphis. This may include, but not limited to:
  - Editing lesson plans, teacher resources, assessments, and summer training materials,
  - Liaise with team members to ensure effective program delivery
  - Work with ED to understand vision and develop new initiatives and set activities
  - When solicited, give feedback to ED on potential subordinate programming staff
  - Participate in networking/community events
  - Engage in recruitment
  - Additional instructional activities as identified by the DCI

Required Qualifications:

- Master’s degree required
- Experience teaching and/or coaching the ALLMemphis model
- Center of Effective Reading Instruction (CERI) Certification (or must obtain within the first 90 days of employment)
- Experience working in Memphis public or public charter schools (special education preferred)
- Self-motivated and high degree of initiative
- Strong attention to detail
- Experience with developing, presenting, or implementing staff development/mentoring teachers/curriculum development
- Experience working with diverse populations and stakeholders
- Ability to work independently, tackle communication, and maintain accountability for self and others
- Desire to work with a high-performance, collaborative, constructive peer group
- Commitment to ALLMemphis’ mission and values, as well as a passion for educational equity

**Desired Qualifications**

- Professional development in the area(s) of:
  - Special Education
  - Multisensory language instruction (Orton-Gillingham)
  - Peer observation, coaching, and mentoring skills
  - Response to Intervention
- Team management
- Approachable, warm, and joyful
- Dedication to continuous improvement of self, program, and organization at large

To apply, please send a one-page cover letter & resume to the Director of School Support, Carl Schneider (cschneider@allmemphis.org) with ‘Program Specialist Manager’ in the subject line. ALLMemphis celebrates diversity and does not discriminate on the basis of race, religion, sexual orientation, ethnic or national origin in admission or in any other activities or programs. To express interest in all available roles at ALLMemphis, please mention this in your cover letter.

ALLMemphis is proud to be an equal opportunity employer. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. There is more work to be done but with the contributions of our employees, partners, and community we can build an inclusive culture that celebrates the diverse voices that make our Memphis community so powerful.