Job Title: Program Specialist

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 Specialist (salary range: $55,000 - $59,000, based on experience). The major function of an ALLMemphis Program Specialist is to support 20-25 teachers across multiple schools in effectively using and becoming certified in the ALLMemphis curriculum.

- 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.
- Family Engagement. The Program Specialist 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, summer training materials, and software data entry for our Read4ALL platform
  - 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 preferred (Bachelor’s degree considered with commensurate education experience)
- Experience teaching foundational literacy skills
- Center of Effective Reading Instruction (CERI) Certification (or must obtain within the first 90 days of employment)
- Strong attention to detail
- Experience with developing, presenting, or implementing staff development/mentoring teachers/curriculum development
- Experience working with diverse populations and stakeholders
- Experience working in education, special education, or with young children.
- 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
- Experience teaching and/or coaching the ALLMemphis model
- Experience working in Memphis public or public charter schools (special education preferred)
- Professional development in the area(s) of:
- Special Education
- Multisensory language instruction (Orton-Gillingham)
- Peer observation, coaching, and mentoring skills
- Response to Intervention
  - 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' 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.

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.