



**UrbanPromise**  
CHARLOTTE

## **Literacy Facilitator** Job Description

### **About UrbanPromise Charlotte**

Our mission at UrbanPromise is to provide Charlotte's children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. Our vision is three-fold: **Reach a Child, Raise a Leader, Restore Community**. UrbanPromise reaches younger children through afterschool and summer programs and raises high school leaders (called "StreetLeaders") who are employed as mentors and counselors in these programs. Our ultimate goal is to raise a new generation of indigenous Christian leaders that is determined to make Charlotte a fully integrated city where social, spiritual, and economic capital flow between neighborhoods.

### **Literacy Facilitator Position**

UrbanPromise Charlotte invites passionate and experienced educators to apply for the part-time **Literacy Facilitator** position beginning the summer of 2021. The Literacy Facilitator will lead UrbanPromise students to grow in their reading abilities throughout the school year and summer by supporting and coaching UrbanPromise's teachers, staff, and StreetLeaders as they lead literacy instruction.

UrbanPromise's connected afterschool and summer programs offer a holistic, year-round learning experience for our students. Throughout the year, certified CMS teachers lead literacy instruction in small class sizes at UrbanPromise. And unique to the UrbanPromise model, teenage StreetLeaders serve as teacher assistants, tutors, mentors, and role models for the younger students that attend our afterschool and summer programs. Along with teachers and other adult staff, StreetLeaders provide essential social-emotional support for younger students, as well as an example of servant leadership that younger students strive to emulate.

The Literacy Facilitator will guide UrbanPromise's literacy program and provide ongoing coaching and support for the teachers leading literacy classes at two of our four sites - UP North and UP East. The position is ideal for individuals with a deep passion for literacy and an enduring belief in the potential of all students.

### **Essential Job Functions**

Responsibilities of the Literacy Facilitator include but are not limited to:

#### **Hire, Train, and Coach Part-Time Teachers:**

- ▶ Hire and provide initial training for part-time literacy teachers at each site
- ▶ Provide ongoing coaching & support for literacy teachers (i.e. instructional guidance, access to materials, behavior guidance, etc.) at each site
- ▶ Manage the classroom libraries at each campus
- ▶ Arrange plans/substitutes when teachers have arranged absences; facilitate coverage when an unexpected absence arrives
- ▶ Model guided reading, small group phonics lessons, small group comprehension lessons for teachers
- ▶ Facilitate weekly or bi-weekly meetings with Site Directors to address any pressing issues in the classroom(s) and discover solutions as a team

**Tutor Struggling Students:**

- ▶ Identify struggling students (via teacher reports, observations, assessments and screeners.), support in creating and providing research-based interventions to struggling students at both sites

**Monitor and Coach Literacy Lead StreetLeaders:**

- ▶ Lead our “Literacy Lead” program by coaching 4-5 StreetLeaders at each site in implementing HELPS Fluency intervention and other literacy initiatives

**Evaluate Literacy Vision and Results:**

- ▶ Lead the periodic assessment of students at our afterschool and summer programs
- ▶ Evaluate the results of students reading assessment and adjust teacher training/instruction in response to data trends
- ▶ Make curriculum decisions based on students’ reading data
- ▶ Synthesize literacy data into reports at the end of the school year and summer programs so that UrbanPromise can evaluate and share the impact of literacy instruction on students with parents, school partners, funders, and other stakeholders

**Deepen a Culture of Literacy at UrbanPromise:**

- ▶ Help establish a culture of literacy at UrbanPromise afterschool and summer programs by leading literacy initiatives, practices, and rhythms outside of our traditional literacy classes

## Qualifications

**Demonstrated Experience:**

- ▶ Bachelor’s degree in any field of study
- ▶ Master’s degree in education or literacy education strongly preferred
- ▶ Structured Literacy Instruction training and/or certification strongly preferred

**Skills:**

- ▶ Superb organization, detail-orientation, project management, and execution skills
- ▶ Strong work ethic, with the initiative to work independently and to take ownership for critical projects
- ▶ Ability to analyze data and respond accordingly
- ▶ Ability to build relationships with students, parents, and other community stakeholders
- ▶ Ability to interact effectively with people of different cultures and socio-economic backgrounds
- ▶ Ability to manage several projects at once, make prioritization decisions, and overcome obstacles with a spirit of flexibility and optimism

**Approach to Work:**

- ▶ Strong belief in and deep commitment to the UrbanPromise mission
- ▶ Works with a high level of personal responsibility and organization
- ▶ Passion and love for literacy and for working with elementary school students
- ▶ Strong mindset of service to others
- ▶ History of demonstrated leadership and strong personal character
- ▶ Ability to operate effectively, and with a sense of possibility, in a fast-paced environment
- ▶ Team player: maturity, humility, strong work-ethic, sense of humor, and a willingness to respond positively to feedback

**Work Experience:**

- ▶ At least 5-7 years experience in classroom with evidence of exemplary practice in curriculum, instruction, and organization

## General Details

- ▶ **Hours:** Approximately 10-12 hours per week. *June-July* — 8 AM - 1 PM, Mondays-Thursdays; *September-May* — 3:15-6:15 PM, Mondays-Thursdays
- ▶ **Pay:** \$25 per hour (or approximately \$13,000 for the year)
- ▶ **Locations:** The Literacy Facilitator will support two UrbanPromise sites — the Idlewild Road site (which meets at Cokesbury United Methodist Church, 6701 Idlewild Road, Charlotte, NC 28212) and the Hidden Valley site (which meets at Mayfield Memorial Missionary Baptist Church, 700 W Sugar Creek Rd, Charlotte, NC 28213).
- ▶ This is a part-time position that will not be eligible for benefits.

## Anticipated Timeline

Applications will be accepted and reviewed on a rolling basis. The anticipated start date for this position is June 2021.

## How to Apply

In order to be considered for the Literacy Facilitator position, you must complete the following two steps:

- A. Please email your resume to Jimmy McQuilkin at [jimmy@urbanpromisecharlotte.org](mailto:jimmy@urbanpromisecharlotte.org) and Christine Keitt at [christine@urbanpromisecharlotte.org](mailto:christine@urbanpromisecharlotte.org).
- B. Respond to the short answer questions listed below. Email your responses along with your resume to [jimmy@urbanpromisecharlotte.org](mailto:jimmy@urbanpromisecharlotte.org) and [christine@urbanpromisecharlotte.org](mailto:christine@urbanpromisecharlotte.org).

### Short Answer Questions:

1. Why do you want to be the Literacy Facilitator for UrbanPromise? What makes you uniquely qualified for the position?
2. In your own words, define the mission of UrbanPromise. How do your personal and professional goals align with that mission?
3. Describe a time when you had to set and achieve an ambitious goal with students/youth (the goal does not have to be an academic goal). What challenges did you and your students/youth face while striving to achieve this goal? Why was achieving this goal meaningful for you and your students/youth?

## More About UrbanPromise Charlotte

UrbanPromise Charlotte was established in 2013 with the purpose of providing Charlotte's low-income children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. We strive to fulfill this mission by reaching younger children through afterschool and summer programs and by raising high school leaders ("StreetLeaders") who are employed as mentors for the children who attend these programs.

Since our inception in 2013, UrbanPromise has operated our AfterSchool Programs, Summer Camps, and StreetLeader Program with tremendous success. 100% of our first six classes senior StreetLeader classes graduated high school on-time and received college acceptance. Most will become the first member of their families to graduate college. During our six-week summer programs the past 7 years, UrbanPromise elementary students made an average of 3 months of reading growth.

In this 2020-2021 academic year, UrbanPromise Charlotte serves about 375 children and youth at three neighborhood sites in three of Charlotte's lowest-income neighborhoods in west, east and southwest Charlotte. In the fall of 2021, UrbanPromise will expand programming to a fourth neighborhood site in northeast Charlotte.

UrbanPromise Charlotte is the ninth UrbanPromise affiliate site. The first UrbanPromise site was founded by Bruce Main and Tony Campolo in Camden, New Jersey in 1988.