

## Literacy Intervention & Afterschool Program Leader

### About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

### About the Role

The Literacy Intervention and Afterschool Program Leader is a creative, flexible, fun, professional able to teach a diverse array of literacy concepts, and able to communicate with both students and adults. Above all, this person has the ability to deliver curriculum, spark curiosity, creativity and confidence in all students. The Literacy Intervention instructor is responsible for developing and delivering academic intervention lessons for students during the after school program five days per week and in multiple small groups (4-6 students), 3-4 days a week. In addition, the Afterschool Program Leader is responsible for developing and delivering academic literacy and enrichment instruction for up to 20 students.

### Job Summary

- Plan and prepare large and small group lesson plans for academic intervention during the school day
- Plan, modify and deliver daily literacy and enrichment lessons to meet program goals for up to 20 students in the after school program.
- Create a safe, respectful youth development and trauma informed learning environment.
- Review weekly lesson plans with the Program Site Coordinator prior to delivery.
- Deliver creative and engaging projects to enhance students' learning.
- Deliver lesson plans that are culturally relevant for a diverse population of students.



- Work closely with and build strong relationships with school-day teachers and/or Teacher on Special Assignment (TSA) to develop lesson plans and coordinate intervention services.
- Implement lessons aligned with the Common Core State Standards
- With support, use data to inform academic instruction, literacy activities and small group instruction
- Work closely with Literacy Specialist and TSA to track participants' literacy progress.
- Work as a team member with school administrators, TSA and Literacy Specialist.
- Organize groups to facilitate independence, leadership and self-control in students.
- Communicate regularly with teachers and administrators about student progress.
- Participate in mandatory weekly staff development, consultation, training, and team meetings.
- Maintain organization of materials, communal supplies and paperwork.
- Effectively utilize prep time to prepare for activities and classroom observations.
- Perform other duties in person or virtually as assigned.

## About You

- Experience working with elementary-age students required.
- Experience working with diverse families and communities required.
- Experience teaching literacy skills in formal or informal settings
- A strong desire to support students in improving their literacy and reading skills
- Effective verbal and written communication skills necessary to work with children, teachers, and staff.
- Commitment at least through the 2022-2023 school year.
- Ability to spark curiosity, creativity, and confidence in students.
- Ability to manage up to 20 students in a safe, respectful environment.
- Open to gaining new knowledge and skills.
- Basic computer skills
- Ability to bend, lift, and move up to 20 lbs.
- Department of Justice clearance based on fingerprinting submission
- Proof of TB test within the last four years
- COVID-19 Vaccination or weekly testing (may change based on grant requirements)
- 2 years equivalent college credit or IA Exam
- CPR/First Aid Certification



## What We Offer

- Compensation: Base \$19 to \$20.50 per hour at 38 hours a week
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

## Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

