



## **POSITION ANNOUNCEMENT: READING SPECIALIST, SUMMER 2023**

**LOCATION: Horizons at San Francisco Friends School**

### **Organization Background**

Horizons at SFFS provides joyful academic and enrichment learning opportunities that build on the skills and talents of students in San Francisco public schools. Students join Horizons at SFFS in Kindergarten and participate consistently through 8th Grade through a comprehensive summer program as well as year-round tutoring and enrichment referral opportunities. Beyond 8th grade, Horizons at SFFS is expanding to provide students recurring high school success workshops as well as mentorship, internship, and postsecondary planning opportunities.

Working in partnership with Horizons families, referring schools in the Mission District, and the host school San Francisco Friends 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 at SFFS is a nondenominational program. This upcoming summer Horizons will serve approximately 153 students from Kindergarten through eighth grade. For more information about Horizons at SFFS, please visit <http://www.horizonsatsffs.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. This is a temporary in-person position located at 250 Valencia St. San Francisco, CA 94103

### **ESSENTIAL JOB FUNCTIONS:**

The Reading Specialist will work as part of the leadership team with the Executive Director, Academic Program Director, Instructional and Curriculum Coach, and Wellness Coaches to accomplish the literacy/academic enrichment, assessment, and staff literacy instruction development goals of the program. Reading specialists will work closely with teaching teams to coordinate all literacy aspects of assessment with curriculum, identify tutoring needs, and keep all stakeholders informed of relevant implementations, issues, and results. They will also identify readers for tiered supports, and they will implement daily small group tutoring sessions with these students.

Specifically, the Reading Specialist will:

- Coordinate all aspects of all standardized assessments in terms of the pre/post and any ongoing assessments including logistics and data sharing across the organization..
- Plan and coordinate the sharing of assessment results with all relevant staff members. Assist with any staff or volunteer development for accomplishing academic growth for each student. When appropriate, prepare a report on individual students to be shared with the partner school staff.
- Assist with staff training in an individual and group capacity.
- 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 sciences.
- Support teacher differentiation of literacy instruction based on student needs.
- 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 progress to classroom teachers.
- Coordinate literacy resources and access to Horizons leveled library and guided reading books.
- Meet regularly with Administration as needed to accomplish goals and/or problem-solve as issues occur.



## **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 literacy instruction. More detailed qualifications for this position include:

### **Required:**

- Fluency in English/Spanish required.
- Knowledge of grade level literacy standards and proven ability to plan and deliver effective, engaging, literacy instruction for second language learners.
- Proven ability to relate effectively to a diverse community and demonstrate an understanding of culturally responsive instruction.
- Knowledge of concepts and pedagogical best practices of print, letter recognition, phoneme awareness, decoding, fluency, spelling, vocabulary development, comprehension, composition, and other key literacy skills.
- Knowledge of current research needed to be able to adequately support student communication in all forms.
- Awareness of the importance of oral language development for students along the full English proficiency spectrum.
- A strong affinity with the values of Horizons. Willingness 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.

### **Preferred:**

- English/Spanish bicultural proficiency preferred.
- 2 or more years working as a Reading Specialist, Learning Specialist, Educational Therapist, or elementary school teacher.
- Experience administering reading skills assessments and interventions.

The salary range for the Reading Specialist position is \$8,400-\$10,360 (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 staff planning meetings.

### **Dates:**

#### Pre-Summer Mandatory Training Dates

Late April, 9am - 1pm

Mid May 9am - 1pm

#### Summer, 2022

Monday, June 12 - Friday, June 16 - Teacher orientation week and classroom set-up

Tuesday, June 20 - Friday, July 28- Six-week program (no program on June 19th or July 3rd+4th)

### **Continuity of work**

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. Beyond summer, Horizons provides year round programming to its students and families throughout the year.

**To Apply:** Please email a resume and cover letter, outlining your skills and experience (PDF format, please) to Ariel Mendez-Peñate, Academic Program Director of Horizons at San Francisco Friends School at [amendez-penate@sffriendsschool.org](mailto:amendez-penate@sffriendsschool.org) with subject line "Horizons at SFFS Reading Specialist".

*Horizons at San Francisco Friends School is an equal opportunity employer.*