Motheread Instructor/Program Lead

The Motheread Instructor/Program Lead is responsible for all non-financial aspects of the Early Childhood Literacy Program utilizing Motheread Curriculum for the Literacy Council.

This position reports to the Executive Director and is responsible to meet budgeted targets set in the Alliance for Children Grant annually. These targets include number of parents and children served, number of classes, sessions, and lesson taught. The position is responsible to ensure delivery of services are done in such a way as to preserve program fidelity; meaning the Council's program implementation must match the implementation done in the research that determined program effectiveness.

Qualifications:

- Motheread Certification and have one year of Motheread instructor experience.
- Must speak both English and Spanish with fluency.
- BA or BS degree is required; higher education a plus.
- Excellent written and oral communication skills in both languages required.
- Experience working in a multi-cultural environment.
- An active and proactive approach to identifying problems, developing innovative solutions, and managing multiple and simultaneously active projects.
- Able to work effectively with other staff, volunteer tutors, and students.
- Proficiency using Microsoft Office software (Word, Excel, and PowerPoint a must).
- Commitment to excellence and customer service.
- A flexible schedule (nights and weekends is required).
- Must be comfortable preparing and delivering publish presentations about early childhood literacy and adult-low literacy.

Duties and Responsibilities:

- Ensure all paperwork associated with tracking program metrics is complete and accurate: attendance form, enrollment documentation, pre and post-surveys, direct report’s timesheets and activities logs, etc.
- Provide direction and training if necessary when assigning tasks to Motheread Instructor, Motheread Assistant and the Data Specialist for matters related to the program.
- Organize and direct activities related to participant enrollment.
- Seek community support in the way of GIK, cash donations, and volunteerism.
- Represent the Literacy Council at community events and other community meetings.
- Perform other duties as assigned by the Executive Director.
- Travel as required to attend meetings, educational sessions, and other professional development or information sharing conferences and events.

Growing Possibilities.