



Lead Literacy Instructor - Detroit Position Description

Organization and Background

Center for Success Network (CFSN) is a nonprofit organization committed to impacting youth through education and exposure to social interactions and activities. We believe that if we impact the next generation, we change our collective future.

Our Mission

Our mission is to unite community and literacy to empower students in their journey of education.

Our Vision

Our vision is to vitalize our community's relationship with literacy by creating training and a supportive village that increases the knowledge, skills, mindsets and avenues for connected contribution to grade level reading proficiency. Our collaboratively rich programs ignite a passion for education that inspires students to thrive academically within safe spaces and intentional learning structures where students connect with dedicated mentors for guided, specified literacy interventions. We pave the way for community contribution towards children's lifelong love of learning through reading.

Organizational Values

- Diversity, Community, Connection, Growth

Position Description

The Center for Success Network Lead Literacy Instructor hosts, schedules and monitors literacy mentoring sessions, ensures materials are available and accessible, and engages consistently with youth, mentors, and families.

Job responsibilities include:

Program Implementation and Management:

- Host programming sessions two to four times weekly
 - M/W hosting virtual sessions 3:45 - 6:45 PM [NOTE: This may move to in person sessions]
 - T/Th hosting virtual sessions between 3:45 - 6:45 PM [NOTE: This may move to in person sessions]
- Administer literacy assessments to students at the beginning, middle, and end of the year and analyze student assessments to create individual learning plans for students
- Ensure full student enrollment through active outreach and recruitment in the community.
- Foster a sense of belonging and community for all students, recognizing and addressing systemic barriers that may hinder some students' access to academic and social-emotional growth.
- Center racial equity and inclusion in all teaching practices and decision-making processes.
- Bring practical solutions to issues of equity and inclusion in classrooms, and continuously evaluate and improve teaching strategies to ensure that all students have equal access to learning opportunities.
- Monitor and support students and mentors to facilitate strong relationships
- Develop and maintain positive, connected, solution oriented relationships with caregivers, students, and

mentors

- i. Support in mentor recruitment
- j. Match students and mentors to facilitate strong relationships.
- k. Support literacy mentors with completed lessons in student folders and consistent feedback in the mentor log after each session
- l. Share student level updates with mentors and caregivers

Data Collection:

- a. Oversee program evaluation and data collection, including surveys and other feedback mechanisms while working with the Literacy Programs Manager to help develop strategies to support program sustainability.
- b. Ensure accurate attendance and academic database records of volunteers and students by given deadlines.

Organization and Program Success

- a. Attend all applicable recurring meetings, including Equity Learning Community (ELC), team, coaching, and staff meetings
 - i. Regular meetings include 1 monthly 2 hour staff meeting, a 60 minute team meeting every 2 to 4 weeks, 30 minute weekly 1-1 check ins, and consistent attendance to Equity Learning Community meetings, and consistent participation in the June and September week of Professional Development
- b. Work collaboratively with partner organizations to ensure seamless collaboration, provide and encourage spaces for problem solving as needed
- c. Share stories and support in telling the CFSN story
- d. Consistently meet CFSN quarterly objectives and goals
- e. Attend community and organization events

Compensation

Up to 25 hours weekly, \$18-\$20/hour or commensurate with experience and education

To Apply

Please send a letter of intent that captures why this position is a great match for your skills and interests, along with your resume to heidi.miller@center4success.org. Please include the job title in the subject line.