Title: Literacy Facilitator
Division/Department: Read Charlotte

Reporting To (title): Executive Director – Read Charlotte

FLSA Classification: Exempt Non-Exempt
Employment Type: Full Time Part Time Intern Temporary/Contract

POSITION SUMMARY

Read Charlotte is a community initiative that unites families, educators, and community partners to improve children’s literacy from birth to third grade. Housed under the Foundation For The Carolinas, Read Charlotte does not operate programs, but rather is a capacity-building intermediary that coordinates, integrates, and aligns people, resources, and data to support proven practices and programs to increase the percentage of students scoring at College and Career Ready on the North Carolina third end of grade (EOG) reading assessment in Charlotte-Mecklenburg Schools (CMS) to 80% by 2025. We are particularly focused on closing racial equity gaps and raising reading achievement for all subgroups of children.

Read Charlotte seeks a highly skilled, dynamic, and mission-driven literacy professional to help us build and strengthen the capacity of community partners in implementation of targeted literacy initiatives and programs. We have a three-pronged approach to our work: (1) we identify the best interventions supported by rigorous, experimental studies that predict what types of positive outcomes we can expect; (2) we use the best current science on how children learn to read and how adults teach children to read (both sides of the “Science of Reading”); and, (3) we use Implementation Science and Improvement Science to drive strong execution and produce positive results on reading outcomes. Several of the evidence-based strategies and approaches we support have been popularly overlooked, underutilized, and/or underdeveloped.

The Literacy Facilitator will be part of a team with primary responsibility to directly support community partners and local nonprofit agencies to implement evidence-based/informed programs and practices to support Pre-K-3 students and their families. Targeted Pre-K-3rd grade initiatives fall in four areas: family supports for literacy, individualized Pre-K-3 classroom instruction, high-impact tutoring, and summer learning. We will combine what you know about literacy with what we know that works to drive impact and create systemic change in Charlotte-Mecklenburg.

This position will work with diverse organizations of various types and sizes from training to coaching implementation and in the process, develop long-term relationships built on a firm understanding of shared interest, passion, and focus to transform early literacy outcomes. Together we will do what many people do not yet believe can be done. The ideal candidate is an established educator with experience in implementing research-based literacy instruction in or out of school settings, coaching and mentoring teachers and/or organization leaders, and able to collaborate within and among organizations. Being adaptable, personable, having a strong attention to detail, strong organizational skills, and education experience teaching reading (at the Pre-K and/or elementary level) are critical success factors in this role. Experience coaching is a plus.

The Literacy Facilitator reports to the Executive Director and is a full-time non-exempt position. (There are two (2) available positions at the time of this posting.)
DUTIES & RESPONSIBILITIES

Coaching & Partnership

• Develop and deliver effective coaching support to nonprofit partners, including but not limited to: regular calls (virtual or otherwise), email exchanges, observations, creating & distributing asynchronous supports, etc.
• Perform on site observations and coaching support to implementing partners for the purpose of teaching and learning if/when applicable.
• Create, conduct, and adapt initial and ongoing trainings for in-person, virtual, and asynchronous settings.
• Serves in a team role to build & maintain effective and mutually reinforcing cross-sector partnerships within and across organizations and sectors (Pre-K – 3 education, business, faith, nonprofit, philanthropic and civic) in Charlotte-Mecklenburg to support select strategies with targeted community partners.
• Represent Read Charlotte and act as liaison to local networks or organizations.
• Build and maintain effective relationships with key implementing partner organizations.
• Regularly convene partner organizations to promote community, build momentum, accelerate learning of effective practices and support continuous improvement in Charlotte-Mecklenburg.
• Evaluate and record fidelity and quality of implementation.

Literacy & Implementation Support

• Provide expertise and deep knowledge of key Read Charlotte-supported early literacy initiatives.
• Assist Read Charlotte team with identification and codification of promising practices to successfully support scaling of key strategies across a range of community settings.
• Collaborate with other Read Charlotte team members to support efforts to continuously improve processes to deliver high quality programs within supportive systems.
• Use student and organizational data to inform decision making about classroom structure, program offerings, etc.
• Train organization leaders and staff on key literacy initiatives and programs as needed.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

JOB QUALIFICATIONS

Education and Experience:

• Bachelor’s degree or equivalent combination of education and experience.
• At least 3-5 years of background in education or early literacy required. Pre-K-3rd grade classroom (in a school or out-of-school setting) experience preferred.
• Proven track record and a career history that demonstrates the ability to succeed in complex operating environments with multiple constituencies.
• Familiarity with Charlotte-Mecklenburg, its communities, its critical issues, key organizations, civic leaders, and resources preferred.

Skills and Abilities:

• Excellent oral and written communications skills.
• Excellent interpersonal relationship skills and experience managing “up” and “across.”
• Practice the highest level of honesty, integrity, and discretion.
• Have strong problem solving, analytical, and people skills.
• Good decision-making ability and comfortable taking direction from others.
• Flexible, creative, and able to work independently or collaboratively.
• Self-motivator with high energy and professional mannerism.
• Highly focused and results-oriented in a fast-paced, deadline-driven operations; ability to multi-task and adjust focus to a constantly evolving environment.
• Comfortable with ambiguity and love it when you get to figure things out.
• Extremely detail oriented and relentlessly focused on execution.
• Can see the forest and the trees.
• Do not confuse activity with accomplishment.
• Continuously want to get better at whatever you do.
• Position requires driving on a daily basis; working car and comfort driving in Charlotte
• Required worktime between 3 and 6 PM as needed.
• General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another.

Note: Proof of fully authorized vaccinated Covid-19 status and booster are required (or FFTC authorized religious or disability accommodation).

**POSITION SPECIFIC COMPETENCIES**

Select from the following position-specific competencies. Please limit the total number of competencies to 7 or less.

*All Employees:*

- [X] Communication & Interpersonal Skills

*Executive Team:*

- [ ] Leadership
- [ ] Strategic Thinking
- [ ] Fiscal Stewardship

*All Supervisors:*

- [ ] Delegating Responsibility & Empowering Employees
- [ ] Managing Employee Performance
- [ ] Ensures Consistent Policies & Practices

*General:*

- [ ] Affiliate Management
- [ ] Budgeting & Cost Awareness
- [ ] Building Organizational Commitment
- [ ] Building Team Environment
- [ ] Client Records
- [ ] Concern for Employee Satisfaction
- [ ] Customer Skills
- [X] Dependability
- [X] Initiative
- [X] Innovative Thinking
- [ ] Entrepreneurial Orientation
- [ ] Equipment Skills
- [ ] Ensures Proper Training in New Technologies
- [ ] Fund Management
- [ ] Implementing New Technologies
- [X] Initiative
- [X] Innovative Thinking
- [ ] Job Skills
- [ ] Managing Meetings
- [ ] Managing Multiple Priorities
- [ ] Meeting Targets
- [ ] Presentation Skills
- [ ] Product Knowledge
- [ ] Productivity
- [ ] Project Management
- [ ] Quality of Work
- [ ] Relationship Building/Networking
- [X] Results Oriented
- [X] Technical Skills
- [X] Time Management
- [X] Training & Development
- [ ] Writing Skills