

Brown Memorial tu|tor|ing pro|gram

Assistant Director

Position slated to begin May 6, 2024. To apply, email your resume and a cover letter to info@browntutoring.org and we will be in touch.

About the Program: The Brown Memorial Tutoring Program's mission is to provide individualized, structured literacy instruction to Baltimore City elementary students to build their skills, gain confidence, and awaken a love of reading. The program focuses on literacy because of the transformational effect reading has on children's lives. We believe reading competency provides a child with life skills and opens their world to opportunities. We work in partnership with Baltimore City elementary schools on a shared goal of educational equity for all students. The tutoring program is affiliated with and located in Brown Memorial Park Avenue Presbyterian Church.

Position Objective: To assist the Director in all areas of program planning and leadership with a specific focus on partner coordination and management of tutors and students. The tutoring program corresponds with the school year. Program wrap-up, data analysis, planning, and tutor onboarding taking place in the summer months.

Major Areas of Responsibility

School Partnerships

- Coordinate with school principals and teachers to select students who will attend the program and manage onboarding process to enroll students in program and help to match with tutors
- Maintain warm working relationships with school partners
- Communicate regularly with parents regarding student progress, behavior, and attendance

Student Assessment

- Assist in conducting assessments of each student at the start of the program year to provide an individual education plan and goals
- Monitor student progress through midyear reports, end-of-year assessments, and meetings with teachers

Curriculum Development

- Assist in developing theme for the year
- Select books and educational materials related to the theme
- Create writing prompts related to the theme to inspire written expression

Management and Training of Tutors

- Recruit new tutors
- Assist in providing training for new and returning tutors (including BOY training and workshops throughout the year)
- Coordinate daily tutor, student, and substitute schedules throughout the year

Other Responsibilities

- Tutor 1-2 students and fill in for tutors as needed
- Prepare the tutoring center space for each new year and maintain the space as needed
- Maintain familiarity with tutoring library and resources
- Coordinate summer book distribution
- Help plan events including large and small scale celebrations
- Attend Tutoring Commission meetings
- Liaise with church on fulfilling the Safe Church Policy

Professional Development Expectations

- Stay abreast of current trends regarding teaching/training students with learning differences
- Attend trainings to improve program management as needed
- Participate in annual review by Tutoring Director

Qualifications

- Bachelor's Degree in relevant field or commensurate experience
- Effective interpersonal skills to engage principals and teachers, children in program and their families, tutors, and church staff
- Highly organized
- Must be compassionate and gentle with children
- Ability to recruit and motivate tutors
- Willingness to work as a team as well as independently
- Strong written and oral communication skills
- Flexible and innovative
- Regular use of computers with particular comfort in the Google suite of programs
- Must pass a background check
- Practice inclusivity regardless of race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and/or national origin.

Physical Demands/Requirements (Requirements to be met with or without reasonable accommodation):

- Ability to move furniture, set up classrooms, and carry equipment of up to 20lbs
- Ability to supervise children during transportation between school and program site
- Ability to use stairs is highly preferred

Preferred Qualifications

- Experience working with elementary school students
- Experience in using Structured Literacy approach to teaching reading
- Experience working with low-income and racially diverse students

Benefits and Pay

This position is scoped part-time at 32 hours per week (Monday-Thursday) with a salary amount of \$35,000 and includes access to benefits including health, short and long term disability, and retirement.

Commitment to Diversity, Equity, and Inclusion

The Brown Memorial Tutoring Program is committed to diversity, equity, and inclusion in the selection of staff, volunteers, and commission members with regard to race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and/or national origin. We reasonably accommodate staff members and/or applicants with disabilities, provided they are otherwise able to perform the essential functions of the job.