



BRA/EDIC EMPLOYMENT OPPORTUNITY

TITLE: PROGRAM MANAGER, SCHOOLS

JOB POSTING: #23-13

EMPLOYMENT STATUS: EDIC Employee

POSTING DATE: 10/16/13

DIVISION/DEPT: JCS/READBOSTON

**This job posting will remain posted for 10 working days (10/16 - 10/29/13) before a hiring recommendation can be made*.*

SUMMARY: Under the direction of the Deputy Director for ReadBoston/JCS, coordinate all operational aspects of school-based literacy programs and help schools create and maintain programs encouraging parents and children to read together at home. Provide assistance to schools in the implementation of twice-yearly thirty-minute individual parent teacher conferences. Manage Project budget.

Supervise and monitor implementation and participation in home lending library programs and parent teacher conferences in Boston Public Elementary Schools.

Provide support to schools and to partners, including the Boston Celtics and other nonprofits, working in schools in support of the development and implementation of the project.

Meet individually with principals of Boston Public Elementary schools and with teachers to help establish home reading programs. Meet with Mayor's Office and Superintendent's Office staff to discuss program goals.

Serve as a ReadBoston presence in the schools. Organize and staff events that promote literacy and/or family engagement. Develop creative displays that promote home reading. Read aloud to classes from the lending libraries and facilitate talks about books read at home.

Plan and conduct thrice-yearly Parent Liaison Trainings. Hire and train parent liaisons to track home reading and to follow up with non-participating families through phone calls and home visits. Train school staff to provide and conduct workshops for parents about reading at home. Meet with parent liaisons (up to 60) individually and in small groups throughout the year on a regular basis.

Plan and conduct yearly roundtable for participating and prospective principals.

Coordinate Request for Proposals and award process. Conduct informational meetings and outreach to prospective schools.

Create and continuously revise program documents and support materials based on current trends and best practices in education and literacy.

Manage grant budget and funds transfer process. Oversee book-ordering process for the home lending libraries in each classroom. Manage stipend payment for Parent Liaisons.

Coordinate twice-yearly site visits for data collection.

Participate in efforts to secure funds for the Family Literacy Project and other school-based programs.

Communicate regularly with Deputy Director for ReadBoston.

Serve as onsite coordinator for Storymobile sites as needed during the summer months.

Perform other related duties as required.

QUALIFICATIONS: Work requires a Bachelors Degree and a minimum of five years related work experience. Must have strong project management skills. Good written and oral communication skills and experience also required. Must have the ability to work in a collaborative environment. Must have ability to lift boxes of books up to 25 pounds; requires frequent local travel; some national travel to conferences etc. Some evening and weekend work required.

GRADE: 18

HIRING RANGE: \$50, 453.61- \$60, 651.68

To Apply:

Submit resume to: Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E- Mail: HR-BRA@boston.gov

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BOSTON RESIDENCY REQUIRED ON DATE OF HIRE