



Position: Read2Lead Site Director

Direct Report: MDC Executive Director

Team: Memphis Dream Center

Hours: Full Time

Summary:

The Read2Lead Site Director will develop and plan all academic learning opportunities for the children and help to provide a safe, life-giving, relational environment for the children and their families.

Responsibilities include but are not limited to the following:

- Develop and plan all academic curriculum/activities for the program
- Communicate with schools/teachers to obtain student's ELA and Math scores and attendance
- Communicate needed academic data/metrics to MDC grant administrator
- Knowledge of the EANS grant and requirements
- Submit all R2L creative requests
- Ongoing recruitment of volunteers for Read2Lead
- Organize, oversee and plan activities and incentives for the ABC Club
- Ensure cleaning and maintenance of all supplies
- Ensures background checks are completed for all staff and volunteers
- Ensure cleaning and maintenance of all classrooms
- Oversee Lead Teachers and Teacher Assistants
- Attend all R2L staff meetings & trainings/continuing education
- Responsible for student check-out and family connection
- Implements and documents regular safety drills
- Maintain and communicate daily attendance records

Attributes and skills required:

- Strong organizational skills
- Strong leadership skills
- Passion for working with under-resourced children and families
- Strong verbal and written communication skills
- Ability to manage a group of students and their behavior
- General knowledge of curriculum and instruction
- Ability to maintain student academic progress records
- Experience in teaching and lesson planning
- Ability to creatively connect with students' families
- Ability to lead a team of staff and volunteers
- Ability to maintain student database information
- Understanding of trauma informed care preferred
- Must be able to lift up to 20 lbs.

**This description is not all-inclusive, and other duties may be assigned as necessary.*