

Teaching Fellowship & Program Coordinator



Organization

Words in the Wild is a small, scrappy non-profit that is revolutionizing the way reading is taught – kids learn to investigate language in the same ways that they'd investigate a maple leaf or a butterfly. Our innovative 'lab school' model trains early career and experienced teachers in evidence-based approaches while providing strengths-based programs for children, families and educators.

Position Summary

The combined role averages **35 hours per academic week**, with the option for reduced hours during school breaks. Summer schedule (June 10 - August 10) is to be agreed upon. The current position is a dual role with responsibilities for teaching and coordination/administration:

Teaching Fellows deepen their expertise in high-quality literacy instruction for emergent readers and writers (grades K-8 TBD) through both professional development and hands-on experience. Specifically, fellows plan and deliver instruction focused on complex learners including children with dyslexia.

The **Program Coordinator** coordinates pull-out intervention across multiple sites, including scheduling and tracking service minutes, managing curriculum and supplies, and preventing and solving problems. The Coordinator is responsible for communication among school administrators, school teachers, and WitW staff.

*NOTE: Applicants must be willing to **teach in schools in San Francisco Monday through Friday**. We offer a "Green Commute" stipend to offset the cost of public transportation or ride share.*

Primary Responsibilities

Small Group and Individual Reading Instruction

General responsibilities include

- Plan and deliver instruction based on science of reading, including structured word inquiry
 - small group pull-out in a school setting **in San Francisco**, and possibly east bay
 - individual sessions remotely, in our Oakland office, parks, and/or east bay schools (TBD)
- Prepare and document initial and ongoing formal assessments and work samples
- Plan your schedule across multiple locations and coordinate with stakeholders
- Track attendance and submit daily documentation (lesson plans, service logs, etc.)
- Meet with school leaders, classroom teachers, and families to ensure continuity of instruction
- Employ anti-racist and strengths-based teaching and actively work to grow in these areas
- Participate in fellowship activities
 - Build knowledge and skills through professional development opportunities, reading academic articles, etc
 - Participate in weekly Teaching Fellows meetings and related research
 - Develop and share evidenced-based (i.e. 'science of reading') and strengths-based literacy practices with educators and families
- Other duties as assigned



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Program Coordinator

General responsibilities include

- Liaison with school administrators and community partners to coordinate programs across multiple locations in San Francisco and the East Bay.
 - Support WitW teachers in building and troubleshooting site schedules
 - Coordinate introduction and onboarding at schools and maintain communication with schools through the year
- Assist Teaching Fellow team with Title I operations and systems
 - Coordinate classroom set-ups and ongoing supplies and materials distribution
 - Assist with monthly family newsletter communications and other family engagement
 - Communicate with families, including assent forms at the start of each contract
- Track Title I contract hours to ensure contract fulfillment
 - Maintain comprehensive system for tracking student attendance and instructional hours, reporting hours for billing and communicating YTD progress to Fellows
 - Forecast schedules for the school year based on contract hours and staffing availability
- Additional outreach coordination (e.g. storytimes, nature journaling workshops, etc)
 - Opportunities to conceive, plan, and execute your ideas in alignment with our mission!

Education & Experience

- Formal, documented training in education (BA, Master's degree, Credential, Certificate in Ed Therapy, Board Certification, Montessori certification, etc.)
- Experience teaching elementary and/or middle school children (*non-traditional settings OK*)
- Positive behavior supports, Responsive Classroom, or similar skills/training/experience
- **Highly organized** : experience with coordinating intervention or similar school-based scheduling
- Experience communicating with a culturally diverse population and a variety of stakeholders and audiences including teachers, administrators, families, and children
- Proficient in Google Suite and Zoom and willing to learn other programs (i.e. Asana, Notion)

Other qualifications we'd love to hear about!

- Training or experience in Science of Reading and/or Structured Word Inquiry
- Learning specialist, educational therapy, or special education experience
- Proactive and highly motivated; comfortable solving problems and also asking questions
- Passion for working with children
- Experience in one or more of the following areas:
 - Students with special needs
 - Families from diverse cultural, ethnic, linguistic backgrounds
 - Project-based, problem-based or inquiry-based learning in elementary settings
 - Outdoor, environmental, and/or science education



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Compensation and Benefits

- \$30-32/hr depending on experience
- One week paid organization-wide vacation in December
- Paid sick leave
- Technology stipend
- Green commute stipend
- Optional payroll withdrawal Roth IRA
- On-going paid professional development
 - Mentorship and guided hands-on experience in our collaborative learning community
 - Paid trainings with Structured Word Inquiry experts and other leaders in the field
- Support for induction activities for clearing credential or educational therapy board certification
- Room to grow into a more robust leadership role

ALL EMPLOYEES MUST PASS A DOJ/FBI BACKGROUND CHECK AND COMPLETE (PAID) CPR/FIRST AID, MANDATED REPORTER AND HARASSMENT TRAINING AND HAVE A CLEAR TB TEST WITHIN THE FIRST TWO WEEKS OF HIRE AND PRIOR TO ANY INTERACTION WITH CHILDREN AND FAMILIES.

Interested?

To Apply:

Submit a resume highlighting relevant experiences and cover letter outlining your interest in this specific position to carol@wordsinthewild.org. ALL APPLICANTS MUST ALSO fill out the Teaching Fellow application that can be found on our website: www.wordsinthewild.org/teaching-fellows. Applications will be reviewed on a rolling basis until **Friday March 1, 2024**.

Anti-Discrimination Statement

Words in the Wild is a 501(c)(3) non-profit organization. We are an equal-opportunity employer and do not discriminate with regard to race, color, religion, ancestry, national origin, age, sex, sexual orientation, gender identity or expression, medical condition, genetic information, marital status, military status, or disability.

Mission Statement

We revolutionize reading so children become confident, joyful, and independent learners.

