



Reading Specialist Job Description

Location: Cristo Rey Philadelphia High School

6 weeks Summer Program - June 21 - July 30, 2021

Organization Background

A new affiliate of the national Horizons summer enrichment program has opened at the Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths. Horizons at Cristo Rey Philadelphia is a public/private partnership offering a summer program that addresses the achievement and opportunity gaps of high-need children in North Philadelphia throughout their elementary school careers.

The heart of the Horizons model is an exemplary six-week summer academic program that supports a cohort of students in reading, writing, math, and science, paired with swimming lessons, field trips, sports, and enrichment activities in the performing and visual arts. The program also includes a year-round component featuring family events, enrichment activities and regular visits to and communication with students' schools and teachers.

The Horizons Cristo Rey program will launch in summer 2021 with one class of 15 Kindergarten students and one class of 15 first grade students. One additional grade of 15 kindergarten students will be added each summer until the program includes K-8th grade.

The student/teacher ratio at Horizons Cristo Rey will be approximately 5:1.

Position Overview

The Reading Specialist oversees all reading instruction, remediation, and advancement aspects of the Horizon at Cristo Rey Philadelphia program. S/he participates in the development of a summer reading plan, and is responsible for implementing its goals and objectives in keeping with our strategic goals and Horizons National's requirements. All Horizons Cristo Rey staff must complete state and federal clearances; attend safety trainings; and participate in approximately four Summer Program planning meetings and professional development sessions leading up to the start of the program. Interested candidates should submit a current résumé and letter of interest with three professional references to Keshema Davidson at kdavidson@crphs.org.

Qualified Candidates will meet the following criteria:

- Bachelor's degree and certification in education or related field.
- Reading/Literacy Specialist license/certification



- Minimum of three years' teaching/instructional experience at the elementary classroom level.

An ideal candidate possesses and demonstrates the following:

- Commitment to Horizons' mission and a belief in its effectiveness in helping students reach their full potential
- Passion, enthusiasm, and energy for working with young children
- Practical knowledge of child development, reading development principles, and pedagogy for teaching early and struggling readers, including multi-sensory, structured word study, and having a consensus of findings from current reading research.
- Outstanding interpersonal, organizational, and communication skills, including relative comfort integrating technology for record-keeping and communication
- Willingness, ability, and desire to work collaboratively as a member of teams
- Ability and desire to engage students in active learning through non-traditional, hands-on, project-based methods.
- Ability to acknowledge racial disparities in educational opportunities and how they adversely affect children of color in under-served communities.
- Commitment to a welcoming, inclusive learning environment for all students.

Responsibilities for this Reading Specialist professional include, but are not limited to:

- Works closely with the Horizons Cristo Rey Executive Director to administer the summer program.
- Serves as the Team Leader and supports lead and assistant teachers in implementing curriculum throughout the program.
- Participates in daily meals with the students.
- Organizes planning and facilitates decisions with teaching staff concerning literacy programs, methods of instruction, appropriate interventions, and program priorities.
- Coordinates, administers, and interprets required pre and post reading assessments (short - 15 minute individual assessments for each student at the beginning and end of the summer program).
- Monitors on-going progress based on instructional groups, communicates data with all teaching staff, and assists with planning instruction, as needed
- Meets regularly with Executive Director and teachers to accomplish goals and/or problem-solve as issues occur.
- Participates in Horizon National webinars and scheduled meetings for training on pre/post Horizon National assessments throughout the six week period.



- Organizes needed data for Executive Director and Horizons National (HN), as requested.
- Completes a report to the Executive Director and HN at the end of the program, outlining accomplishments, challenges, and suggestions for improvement.