



Reading Specialist Job Description

Location: [Cristo Rey Philadelphia High School](#)

Direct Supervisor: Caryn Rivers

Employment Type: Seasonal/Part Time

Hours: 8:00am - 3:30pm (Mon-Fri)

City, State: Philadelphia, PA

Application Due By: Apr 15, 2024

Start/End Date:

Starting Salary: \$6000

Thursday, June 20 - Wednesday, July 31, 2024

(excluding July 4th & July 5th)

Organization Background

Cristo Rey Philadelphia High School is a college preparatory, Catholic school for students of all faiths located in North Philadelphia. Horizons at Cristo Rey Philadelphia is a public/private partnership **offering a year-round program, six weeks in the summertime and three days a week after school**, that addresses the achievement and opportunity gaps of high-need children in North Philadelphia throughout their elementary and middle school careers.

The heart of the Horizons model is the 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 Horizons at Cristo Rey program launched in summer 2021 with one class of 15 rising 1st grade students and one class of 15 rising 2nd grade students. An additional cohort of rising first graders was added in Summer 2022 and Summer 2023, we will again see the addition of one additional grade of 15 rising 1st grade students to bring the program's enrollment to 75 students, rising 1st- rising 5th grade. Each grade has a lead teacher, an assistant teacher, student interns, and volunteers. Reading specialists and mental health counselors are also on staff to support the overall development of the students.

Our Commitment to Equity, Diversity, Inclusion, and Belonging

Horizons at Cristo Rey strives to create an inclusive, affirming, and welcoming environment that allows all team members to thrive.

As an organization whose central purpose is to mitigate inequities in education, Horizons is strongly committed to Equity, Diversity, Inclusion, and Belonging (EDIB) in all forms, and we strongly denounce racism, sexism, and discrimination of any kind. Focus on EDIB is central to Horizons National and our national Network, which actively engages in diverse and inclusive partnerships, representative councils, and working groups; provides robust professional development opportunities; evaluates internal and external communications with an asset-based lens; and facilitates conversations across different communities to ensure that all Horizons voices are heard and represented.

Because of our Network-wide commitment to EDIB, the ideal candidate for this role must be comfortable engaging in discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously.

Position Overview

Horizons at Cristo Rey Philadelphia is seeking a dedicated and effective Assistant Teacher with a dynamic talent for creating and nurturing a lifelong love of learning in children. We are looking for a talented, passionate, caring professional to contribute to the fulfillment of the Horizons mission, and create a joyous, inclusive, inspiring and educational culture. The Assistant Teacher will work with a lead teacher, a reading specialist, a counselor/SEL specialist and will be supported by the Program Director. It is our hope that Horizons summer staff members will return to the program for more than one summer as we continue to work together, support our students, and build the program and the community.

Prior to summer program beginning:

- Work with the Leadership Team to set programmatic goals, identify resources, create schedules, set professional development, and plan for the summer/school-year programs.
- Support classroom teachers as they design and teach high quality, culturally responsive, project-based curriculum and engage students in learning language arts, math, and science throughout our six week summer enrichment program throughout the summer and during pre-summer professional days.
- Complete all required on-line STAR Assessment Training.
- **ALL Horizons Cristo Rey staff must complete state and federal clearances; attend safety training; and participate in Summer Program planning meetings and professional development sessions leading up to the start of the program.**

Responsibilities for the Reading Specialist during the summer include, but are not limited to:

- Coordinate and oversee pre- and post- student assessments.
- Work with relevant staff members to plan instruction using data, including supporting teachers in identifying individual student's learning profiles, building on each youth's academic strengths and coordinating resources/activities to best address their areas of need.
- Provide individual and group sessions to maximize learning retention.
- Participate in student arrival, meals, and departure; attend Family Nights and faculty meetings.

- Guide staff in developing and/or strengthening evidence-based reading curriculum and instructional practices to support student learning through discussions (formal and informal), coaching, and sharing professional development resources.
- Fulfills any other tasks or duties as requested or assigned by the Program Director.

Qualified Candidates will meet the following criteria:

- Bachelor's/ Master's degree in education or related field.
- Minimum of two years experience
- Reading Specialist license/certification

An ideal candidate possesses and demonstrates the following:

- In addition to a strong commitment to Horizon's mission, this position requires a balance of knowledge of best practices and practical experience with and proficiency in the skills of instruction.
- Embodies passion, enthusiasm, and energy for working with young children .
- Shows willingness, ability, and desire to work collaboratively as a member of teams.
- Proven ability to relate well to children and families from a variety of racial, cultural, religious, neuro backgrounds.
- Commitment to a welcoming, inclusive learning environment for all students.
- Outstanding interpersonal, organizational, and communication skills, including relative comfort integrating technology for record-keeping and communication.

Compensation Benefits:

- All staff will be paid on a bi-monthly basis, on the dates of the 15th and the 30th.
- Horizons Summer Program will be closed on the dates of July 4th and July 5th for the observance of Independence Day.
- Staff will also be given breakfast and lunch daily.

How To Apply:

If interested candidates should submit a current résumé and letter of interest immediately to Caryn Rivers at crivers@crphs.org.