

LITERACY COALITION OF PALM BEACH COUNTY

JOB TITLE: Stories and STEM Manager
LOCATION: Boynton Beach
CLASSIFICATION: Full-time, non-exempt salaried, based on a 40 hour workweek
REPORTS TO: Director of Education and Family Literacy

JOB SUMMARY:

To enhance and increase the literacy and STEM knowledge of children by conducting read aloud lessons with children in after school and summer programs, including hands-on STEM activities. Creates an environment that fosters literacy readiness and STEM exploration. Work schedule is as follows; Monday through Friday, 9:30 am – 5:30 pm. with occasional weekend and evening work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops lessons for direct use with students in out-of-school-time (OST) programs.
- Conducts literacy-based STEM lessons with students in kindergarten through eighth grade, including hands-on activities during the school year and summer.
- Orders books and other materials for use in the program.
- Disseminates books and materials for program library centers and student home libraries.
- Maintains current information on research and curriculum and disseminates that information as feasible.
- Maintains program records, and measures and reports outcomes.
- Participates in staff development programs.
- Works with other staff members to form a positive, supportive team atmosphere.
- Ensures confidentiality of privileged information.
- Maintains adherence to all company policies and procedures, including agency safety requirements.
- Must work the days and hours to perform all assigned responsibilities and tasks, be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines.
- Must maintain courteous, professional and effective working relationships with employees and clients of the organization.
- Performs additional program duties as assigned by the Director of Education and Family Literacy according to agency needs.

POSITION RELATIONSHIPS:

Position requires frequent contact with students and staff members in OST programs. Daily contact is required with Coalition staff members. Occasional contact is required with the general public.

POSITION REQUIREMENTS:

- B.A. or B.S. required.
- Classroom teaching experience preferred
- Excellent research, training, communication and organizational skills are needed.
- Ability to work with children of multi-cultural backgrounds and with diverse learning needs.

- Bi-lingual skills helpful.
- Strong oral and written communication skills are required.
- Ability to work as a team member.
- Position requires extensive travel in the local area. Must have a reliable vehicle and requires maintaining a valid Florida State drivers' license with a satisfactory driving record and eligibility for coverage under any applicable agency insurance.
- Ability and willingness to participate in ongoing professional development activities in order to keep current on new developments in the field and to enhance skills already maintained

SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Requires safely lifting or moving up to 25 lbs on an occasional basis, for example movement of materials or texts.
- Regular requirement to stand or sit with some walking, bending, stooping, squatting, pushing and pulling.
- Noise level is usually quiet to moderate.

EQUIPMENT:

Telephone, fax, copy machine, scanner, computer and iPad.

SALARY RANGE:

Commensurate with experience. Continued employment is dependent on availability of funding resources.

NON-DISCRIMINATION STATEMENT:

The Literacy Coalition does not discriminate against employees or clients on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The Literacy Coalition will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.