



## Literacy and Academic Prep Program Manager

### Summary

This Program Manager will support our Leap Year Fellows' in their reading tutoring, college classes, and career goals. They are responsible for ensuring that over the course of the year, our Fellows are successful in improving the literacy skills of our elementary students', while performing well in their college classes, and learning the professional skills they will need for future careers. Leap Year is a young, nonprofit organization that is improving college success and literacy results in metro-Atlanta by recruiting first generation high school graduates to serve as reading coaches through our community service and college readiness gap year program. Learn more about our work here: [www.theleapyear.org](http://www.theleapyear.org).

### Key Responsibilities

- Tutor, guide, and support Fellows during their credit-bearing English and math classes at GSU to ensure that Fellows succeed in their first college classes; teach/review college freshman level academic knowledge such as writing essays, basic math skills, time management, study and organizational skills, etc.; provide Fellows encouragement and accountability during their college courses; prepare Fellows to pass the Accuplacer college entrance exam for college.
- Work daily with Leap Year Fellows to oversee their service as reading coaches; help Fellows ensure that their elementary students achieve significant growth as a result of their tutoring; provide training and oversight of Fellows' literacy intervention; print and organize lesson materials and lead lesson prep time, create classroom management trainings, observe and provide feedback on Fellows tutoring intervention.
- Drive Fellows daily to and from the elementary school, GSU, and MARTA in the Leap Year 15-passenger van; serve as an onsite resource working with school staff and colleagues to ensure smooth daily implementation of the program model.
- Train and oversee Fellows on professionalism; serve as a role model and social-emotional resource to Fellows; assist in implementation of our college and career readiness curriculum by developing educational workshops to supplement ours when needed to help Fellows prepare for transition to college; organize team building activities and fun trips.
- Provide administrative and project management support to the Leap Year team as needed; support the Leap Year team's efforts for program growth, visibility, and fundraising; support and fill-in for colleagues when needed.

### Qualifications

- Bachelor's degree (first-generation college graduate is a plus!)
- Two+ years of teaching experience
- Self-starter, professional, outgoing, resourceful, and flexible with strong work ethic, positive attitude, and the ability to work independently and as part of a team
- Valid driver's license and safe driving record

**Position Details**

Tentative start date: July 1<sup>st</sup>, 2023

Tentative schedule: Monday - Friday 8:00am – 4:30pm, occasional evening and weekend work required

Salary: \$55,000 per year with generous vacation policy

**Apply at [www.theleapyear.org/hiring!](http://www.theleapyear.org/hiring!)**