



Job Title: Literacy Program Specialist
Site Location: West Dallas Campus
Job Type: Full-Time, Exempt
Reports To: Literacy Program Manager

Position Summary:

The Literacy Program Specialist designs and delivers high-quality, evidence-based literacy programming for children in West Dallas, supporting students' reading development and long-term academic success. This role serves as an instructional lead and supervisor for the Scholars program, which provides targeted reading intervention for students with diagnosed or suspected learning differences, and also supports literacy programming within Afterschool and B3X summer camp programs.

In addition to direct instruction and program implementation, the Literacy Program Specialist leads parent education and communication efforts, supports staff and tutors involved in literacy programming, and completes required training to obtain and maintain professional certification. Working closely with the Literacy Program Manager, this role ensures programs are implemented with consistency, quality, and measurable impact for students and families.

Key Responsibilities:

Literacy Program Development and Implementation

- Implement evidence-based literacy instruction for K–8 students across multiple programs, including:
 - Afterschool: Targeted literacy intervention for K–6 students identified as high-risk
 - B3X Summer Camp: Reading enrichment for incoming 1st–6th graders, with additional intervention for students needing extra support
 - Scholars: Literacy intervention for students with diagnosed or suspected learning differences, such as dyslexia
- Provide individualized literacy support and adapt instruction to meet diverse student needs.
- Foster a positive, structured, and inclusive learning environment that supports academic growth and confidence.
- Ensure instructional practices align with structured literacy principles and organizational goals.

Program Quality & Data

- Support student assessments, progress monitoring, and data tracking across literacy programs.
- Communicate student progress with families through conferences, updates, and written communication as needed.
- Use data and assessment results to inform instructional decisions and continuous program improvement.
- Collaborate with program leadership to ensure consistency and fidelity of implementation.

Parent Education & Engagement

- Lead parent orientations, workshops, and meetings to strengthen families' understanding of literacy development and support learning at home.
- Serve as the primary point of contact for families of students enrolled in literacy programming, providing program reminders, attendance updates, and responsive support.
- Ensure all parent communication and education are offered bilingually (English and Spanish), including translation as needed.

Training & Professional Development

- Support, train, and manage tutors, staff, and volunteers involved in literacy programming.
- Develop and maintain instructional tools and resources to support high-quality, consistent implementation.
- Complete required coursework and training and maintain certification as a Certified Academic Language Practitioner (CALP) or higher.
- Stay current on literacy research and best practices and integrate learning into program design.

Outreach, Community Engagement & Organizational Support

- Support outreach and recruitment efforts to enroll students in literacy programs.
- Participate in fundraising and philanthropy activities, such as note-writing, tours, or speaking engagements, as needed.
- Represent WRCC professionally with families, partners, and community stakeholders.
- Support Children's Education department initiatives and seasonal programming as needed.

Qualifications:*Required:*

- Certified Academic Language Practitioner (CALP) **or** willingness to obtain certification within 1.5 years of hire
- Bachelor's degree in education, literacy, or a related field (or equivalent experience)
- Minimum of 3 years of experience in literacy instruction, intervention, or a related role
- Strong understanding of literacy development and evidence-based intervention practices
- Excellent communication and interpersonal skills
- Experience using assessment tools or data systems to track student progress
- Bilingual in English and Spanish (verbal and written)
- Demonstrated commitment to diversity, equity, and culturally responsive practice

Preferred:

- Experience working with students with dyslexia or other learning differences
- Experience in community-based or nonprofit education settings

Work Schedule:

- Full-time, in-person position based in West Dallas
- Schedule varies seasonally (school year versus summer) and includes consistent Saturday mornings from 8:00am to 12:00pm during the school year; Occasional evenings required

Benefits:

- Health insurance premium paid by Wesley-Rankin.
- Dental & vision plans available at low cost.

- 10 PTO days at employee's discretion; Additional 10 PTO days at the end of the year (office closes for 2 weeks), 10 paid holidays.

To apply, please email Natalie Breen, COO, natalie@wesleyrankin.org with a resume.