

Position Title: NM Summer Reading Program Literacy Instructor

Overview:

A New Mexico Summer Reading Program instructor will deliver targeted academic support in structured literacy to students entering grades K-8. Direct instruction will be provided in a small-group setting, maintaining a 4:1 student-to-instructor ratio to ensure personalized and effective learning. Instructors will participate in a comprehensive training on the structured literacy curriculum. An instructor's main objective is to deliver high-quality literacy instruction while fostering a positive and engaging learning environment inclusive of all students.

Responsibilities:

- **Professional Development:** Participate in pre-program training in the structured literacy curriculum to enhance instructional skills and knowledge. During the program, engage in coaching session(s) to improve delivery of the structured literacy components..
- **Structured Literacy Instruction:** Utilize key components of literacy such as phonemic awareness, phonics, fluency, vocabulary, comprehension, writing and literacy analysis to improve student overall literacy skills.
- **Structured Literacy monitoring:** of key practice skills using Amira as an in program or at home literacy resource
- **Parent Communication:** Keep parents/guardians updated on progress and suggest strategies for continued improvement at least two times during the program.
- **Collaboration:** Work with the site coordinator and curriculum vendor to review student data and adjust teaching strategies.
- **Progress Monitoring:** Assess literacy proficiency regularly and differentiate instruction.
- **Cultural Competence:** Foster an inclusive environment respecting diverse backgrounds.
- **Documentation:** Submit daily attendance, Beginning of Program (BOP) and End of Program (EOP) assessment data, and timesheets as required.

Working Conditions:

- **Hours:** 20 - 25 hours per week, with flexible scheduling for planning, preparation, and coaching as determined by the site organization.
- **Setting:** In-person (schools, universities, community agencies) or virtual dependent upon site location.
- **Technology:** Maintain and utilize technology; accessible with a camera, microphone, and internet connection for instruction and assessments. Capacity to learn and utilize various technology platforms required for the NM Summer Reading Program.
- **Training:** Attend all training and coaching sessions.

Qualifications:

Required

- A high school diploma or equivalent with a passion for education.
- Strong communication skills, with the ability to interact effectively with students, parents, and staff.
- Ability to work collaboratively in a team setting.

- Ability and willingness to follow Summer Reading literacy curriculum to fidelity
- Commitment to fostering an inclusive, supportive, and culturally responsive learning environment.
- Strong organizational skills, including timely submission of documentation such as attendance, assessment data, and timesheets.
- Ability to assess student progress and adjust instruction accordingly.
- Ability to take attendance daily and report it in the required platform
- Ability to use appropriate technology for programming purposes as well as to support students
- Commitment to helping students achieve academic success.

Desired

- Current classroom teacher
- Preservice teachers
- Experienced tutors
- Experience in differentiating instruction to meet the needs of diverse learners.
- Proficiency in at least two languages is an advantage.
- Passion for literacy instruction

Compensation:

Instructors will be compensated at a rate of \$35 per hour for the services outlined in the contract.

Print Literacy Instructor Name

Date

Signature of Literacy Instructor