



Small Magic is seeking a part time *Early Literacy Specialist* to lead the implementation of our innovative Phonics Power program. The ideal candidate is a strong relationship builder, passionate about equitable outcomes for children, and skilled at managing projects.

KEY DETAILS

This is a part-time, highly flexible, Birmingham-based position spanning 5-7 hours a week from June 2024 through August 2024 (with potential to continue through Fall 2024 and beyond). The compensation range for this role is \$35-50/hr . All responsibilities can be completed at or after 4pm; we encourage current educators to apply.

WHO WE ARE

Small Magic supports the future stability and prosperity of Birmingham by focusing on our most precious resource—our children. Our innovative programs embrace cutting-edge technology and the deep involvement of parents, community partners, and teachers to ensure all the children in our community are prepared for kindergarten and a lifetime of economic mobility. Research shows that the earliest support for kids can have the most positive and cost-effective lifelong impact. Together, we're ensuring that Birmingham can become the best city in America to raise a child under five.

In response to requests from parents, Small Magic launched Phonics Power in the summer of 2023 to connect parents with literacy experts, developmentally appropriate instruction, and high-quality materials to ensure their 3- and 4- year-olds arrive in kindergarten prepared to learn to read. 100% of families who participated in the pilot program agreed that they would recommend it to a friend or family member - and the average participating child increased their knowledge of letter sounds by 150%. For more information on this initiative, visit smallmagic.org.

WHAT YOU'LL DO

The Early Literacy Specialist will be based in Birmingham, AL and report to the Program Director. The role is responsible for the following:

- Leading weekly facilitation of phonics programming with families and children enrolled
- Analyzing data in order to coach families toward program outcomes (phonemic awareness, letter sound recognition, blending, segmenting, etc.)
- Connecting with program participants outside of weekly sessions, as needed, to provide support
- Assessing and evaluating childrens' phonemic understanding
- Developing and following a timeline for workflows to meet deadlines and keep tasks on track

To give some specifics, if you were working at Small Magic right now, you would be:

- Planning orientation for potential family participants
- Collaborating with Program Director on a weekly tracking model for progress monitoring
- Developing effective, innovative learning experiences tailored to specific phonics objectives



WHO YOU ARE

To be successful in the role, the Early Literacy Specialist will excel at the following:

Project and task management: Tracking tasks and managing deadlines is second nature to you. You almost never drop balls. You have clear personal systems for managing information and action items -- and you're excited to learn, maintain, and improve our organizational systems.

Knowledge of early literacy: You have a working understanding of the science of reading, particularly phonics instruction. You have experience working with young children and are familiar with developmental best practices.

Strategic planning: You have a proven history of taking things from "great idea" to "strong strategy" to "successful implementation." You're able to break down a big goal into key action items and track progress along the way to ensure a successful result. When faced with inevitable problems, you quickly move towards thinking of solutions.

Relationship building: You have genuine enthusiasm for building relationships and are able to form connections with others across lines of difference. Embodying a customer service orientation towards all stakeholders is important to you; you go the extra mile to make people who interact with Small Magic feel valued.

Commitment to equity and antiracism: You recognize ways that race and other identities intersect. You have a deep awareness of your own identities and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, class, and other lines of difference. You understand the historical context for racial inequity (in Birmingham and beyond) and its current implications.

While not requirements for application, the following things might contribute to success in this role:

- Prior experience in literacy instruction and family engagement
- Demonstrable history of accomplishing ambitious results with young children

WHAT ELSE YOU SHOULD KNOW

Small Magic believes it's essential to cultivate an internal culture that reflects the diversity and strength of the community we serve. We especially encourage job applications from communities that are most impacted by educational inequity. Our organization will not discriminate against any individual based on race, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, or any other factors prohibited by applicable law.

This role has a high degree of autonomy and flexibility. The person in this role will work closely with our Program Director, who is an experienced program implementer. Compensation range is \$35-50/hr (dependent on demonstrated competencies and experience). Given the part time nature of the role, benefits are not provided.

HOW TO APPLY

To apply, please visit smallmagic.org/careers