

Teacher of Content Job Description

Position Summary

The Teacher of Content provides literacy leadership and content expertise at the school site level. Reporting to the Content Specialist and/or the Chief Programs Officer (CPO), the Teacher of Content ensures seamless program delivery of high-quality literacy instruction across the tutoring program. The Teacher of Content manages all literacy content within the assigned school site, supervises tutors, coaches tutors on instructional practices, and leads content-focused professional development.

Key Responsibilities

Leadership & Supervision

- Cultivate positive interactions and relationships with READ USA partner teachers, READ USA staff, and school district personnel
- Mentor, counsel, supervise, and manage READ USA teen tutors on site
- Maintain professional communication with all personnel inside and outside the tutoring program
- Support READ USA programs as directed by the CPO

Program Content Management

- Supervise tutors to ensure they maintain professionalism and adhere to the READ USA tutor handbook policies and procedures
- Coach and annotate tutor next steps through side-by-side observations, modeling, feedback, and mentorship
- Observe and manage tutor reflective journals to ensure tutors document what is working well, lingering questions, and implementation of next steps
- Model instructional strategies during tutoring sessions, including pausing the lesson to directly teach, explain reasoning to the tutor, and provide practice opportunities
- Plan and administer content-focused tutor professional development using Tutor Tips, teaching moments, and anchor charts
- Monitor and audit student level movement weekly using the instructional/independent/hard rubric to ensure students work within the instructional range
- Distribute weekly Tutor Tips and train tutors on content during designated PD time
- Train tutors to administer school-based assessments with fidelity

- Evaluate, organize, and record school-based assessments; maintain the assessment kit as the point of contact for assessment data
- Prepare and display literacy-focused anchor charts based on READ USA best practices and professional development

Qualifications

- Bachelor's degree
- Current teacher certification
- Teaching experience with a focus on literacy instruction or literacy coaching
- Strong project implementation and organizational skills
- Excellent verbal and written communication skills with attention to detail
- Ability to build and maintain relationships with diverse stakeholders
- Personal qualities of integrity, credibility, and demonstrated commitment to READ USA's mission
- Personal and reliable transportation to travel between the main office and school sites

Time Commitment and Service Expectations

- Presence at assigned school site during tutoring hours (Tuesday through Thursday, 3:15 to 6:00 pm)
- Planning and preparation time outside tutoring hours for professional development planning, assessment management, and tutor coaching
- Participation in programmatic meetings and initiatives as directed by the CPO

Reporting Structure

Reports to: Content Specialist and/or Chief Programs Officer (CPO)

Equal Opportunity

READ USA is an equal opportunity employer.