

**The Kansas City Neighborhood Academy
Kansas City, Missouri**

**Literacy Center Lead Teacher
Job description and details**

School description:

The Kansas City Neighborhood Academy (KCNA) is a neighborhood school for neighborhood children, whose sole purpose is to break the cycle of poverty, with a proven academic model focused on literacy and STEAM (STEM + Arts). The school will be part of a holistic neighborhood revitalization approach where a strong lead organization coordinates to provide the community with mixed-income housing, a cradle-to-college education, and additional "wrap around" services based on community needs. The school opened in the 2016-2017 school year with grades PK-2. We will serve grades PK-4 during the 2018-2019 school year, and will expand to PK-5. Over time, the school and its partner organizations anticipate extending the education downwards to provide a Birth to 6th grade continuum of education.

Our commitment to diverse teams:

The Kansas City Neighborhood Academy is an equal opportunity employer. Given our context both as a school and as a part of a holistic neighborhood revitalization effort, we are committed to building a diverse staff. We value the richness that diversity brings to our neighborhood and school and welcome all applicants that meet our criteria. We do not discriminate on the basis of race, gender, age, religion, or sexual orientation.

Position summary:

The responsibilities of the Literacy Center Lead Teacher include managing a group of assistants, collecting and analyzing data, scheduling students for interventions, and providing interventions to groups of students. The Lead Teacher will facilitate collaborative planning, data analysis and on-going professional development for the Literacy Center staff. In addition, this person will act as a parent liaison by providing support to families of students in the center to ensure that learning continues beyond the school day by meeting regularly with parents to share data and strategies.

Reports to: The school's Principal and the Literacy Coordinator

Responsibilities:

1. Leading the Literacy Center to implement effective small-group interventions:

- a. Leading a team including a group of Assistant Teachers to operate an effective Literacy Center.
- b. Administering relevant screeners and continually monitoring the progress of students attending the Center.
- c. Setting goals for students based on relevant data and meeting with the assistants and Literacy Coordinator to review data on an on-going basis.
- d. Planning, implementing, and monitoring small-group interventions as part of a MultiTiered System of Support / Response to Intervention structure.

- e. Leveraging robust research-based curricula, resources, and strategies to enhance instruction.
 - f. Fostering classroom culture that facilitates intrinsic drive for learning and personal growth among students.
 - g. Pushing in to classrooms during intervention block to ensure the delivery of high-quality small-group instruction.
- 2. Personal professional development:**
- a. Participating in joint planning with the Literacy Center staff during team planning time.
 - b. Reflecting on teaching practices and seeking appropriate help and support from the leadership team.
 - c. Collaborating through learning communities on professional development topics, such as vertical alignment of the curriculum, assessment, research-based instructional strategies, etc.
- 3. Supporting the team's implementation of best practices and professional growth:**
- a. When appropriate, leading joint planning or collaborative learning communities.
 - b. Supporting assistant teachers, paraprofessionals, practicum students, and any other team members in their professional growth especially with regards to supporting all members of the team to deliver high-quality literacy and to all students.
 - c. Mentoring new or established teachers as needed.
- 4. Empowering family and/or guardians:**
- a. Proactively communicate with students' family members and/or guardians.
 - b. Providing students' family members and/or guardians with strategies to support reading skills beyond the school day and school year.

Qualifications:

1. BA, BS degree in early childhood education, literacy-related degree, or related field.
2. Appropriate State Certification (Note: Out of State candidates are welcome, and successful applicants will be guided on the process for transferring their certification)
3. Additional degree or endorsement in ELA, reading, or literacy strongly preferred.
4. At least 3 years teaching experience in P-5 or P-12 PreK-7th grade education strongly preferred
5. At least 2 years of experience working on a team in a school or non-school setting
6. A deep understanding of the Standards in ELA and reading required.
7. A demonstrated ability to differentiate instruction using student data.
8. Successful demonstration of teaching techniques and classroom management skills as seen during a classroom observation by a Principal and/or another member of the leadership team.
9. Demonstrated success as a self-starter who can thrive in ambiguity.
10. Demonstrated ability to be flexible, proactive, nimble, and resourceful in a complex and fast-paced start-up environment.
11. A demonstrated belief that all children can achieve at the highest levels.
12. A demonstrated passion for working or serving in underserved communities a plus.
13. Demonstrated knowledge and ability to work effectively with individuals and groups from a variety of cultures and backgrounds.
14. Willingness to work an extended day with teacher hours from approximately 7:30 AM to 4:15PM and student hours from 8:00 AM to 4:00 PM.

15. Have current authorization to work in the United States.

Application process:

- Phase 1: The KCNA team will thoroughly review cover letters and resumes of all applicants.
- Phase 2: Select applicants will have an initial interview with Dr. Robin E. Wilson, KCNA Principal.
- Phase 3: Final interview with Principal and Selection Committee.
 - Candidates will be asked to provide a 10-15 minute video of them teaching in their current context prior to the interview.
 - Deliver a 15 minute sample lesson during the interview.