



## **Springboard Program Leader**

**About Us:** Building One Community (B1C) is a Stamford, Connecticut-based nonprofit supporting the successful integration of immigrants and their families. At B1C, immigrants acquire the tools they need to thrive. We provide free services that educate, employ, empower and engage immigrants and the broader community. Our programs include English Language classes, Family and Individual Support Services, Academic Enrichment Programs, Immigration Legal Services, and Workforce Development programs.

Springboard Collaborative bridges the literacy gap by uniting home and school, coaching educators and families to help children read proficiently by 4th grade, with a vision of ensuring all children have the literacy skills needed to access life opportunities. The Program Leader, reporting to Program Director Sadie Shea, will supervise the teaching team and work as part of the Building One Community Springboard team, playing a key role in supporting families in the Springfield Prep community and helping students accelerate their reading progress.

**Position summary:** We are seeking a temporary part-time Springboard Program Leader to oversee and coordinate the success of the Springboard literacy programs at B1C from June 2026 through [end date]. This position requires approximately 10 hours per week and includes a combination of remote, hybrid, and on-site responsibilities.

The Program Leader must be available on-site Monday through Thursday from 1:30 PM – 2:15 PM for instruction at Rogers International School, as well as for weekly parent workshops and make-up sessions as needed.

Remote responsibilities include training/orientation, professional development, lesson planning, preparation activities, and administrative coordination. On-site responsibilities include instruction, family workshops, team collaboration, and other program-related activities at Rogers International School.

### **Goals for Program Leader:**

- 80% students achieve their DIBELS growth goals
- 100% registration to target enrollment
- 85% family workshop attendance

### **Essential Duties:**

#### **Site Planning & Logistics**

- Coordinate all pre-programming preparations, including student recruitment and enrollment, teacher professional development, family orientation, team huddles, and class rostering.

- Support the scheduling and coordination of family workshops and instructional time.
- Attend all required pre-programming Professional Development sessions.
- Attend weekly 1:1 meeting with your site's Program Director.

### **Student Enrollment**

- Create enrollment plan with the enrollment coordinator.
- Work with the enrollment coordinator to enroll 100% of students by the beginning of programming.

### **Staff Management & Coaching**

- Support teachers in achieving their personal-professional goals.
- Lead and participate in weekly Professional Learning Community (PLC) meetings to prepare teachers for family workshops, high-quality instruction and data analysis.
- Observe instruction and Family Workshops and provide regular feedback to teachers.

### **Program Execution**

- Cultivate a positive and achievement-driven culture centered around student reading growth, family collaboration, and Springboard instruction fidelity.
- Support team huddles to achieve 100% completion.
- Effectively communicate Springboard details and expectations to families, ensuring they feel welcomed and prepared to participate.
- Conduct outreach for family workshops, follow-up with families who do not attend, and conduct make-up workshops as necessary.
- Maintain regular communication with school leaders, assisting in planning and scheduling meetings with administrators.
- Collect qualitative data throughout programming, including quotations and photos of programming in action.
- Respond to unforeseen needs and challenges.
- Plan for incentive distribution and organize the end-of-program Learning Bonus Celebration.

### **Data Management**

- Collect and input crucial Springboard data, setting high expectations for teachers to do the same.

- Review key data points, such as student attendance, family workshop attendance, assessment data, family survey data, and other relevant metrics on a weekly basis.
- Participate in weekly meetings with a Springboard Program Director, utilizing data to inform and drive effective next steps.
- Maintain complete and timely data records for all aspects of the program.

## **Materials Management**

Print all required DIBELS assessments for the beginning and ending assessment window.

## **Required Qualifications:**

- Bachelor's degree
- Must have leadership/supervisor experience a must
- Must be fluent in Spanish and English
- Must have experience working with children and families
- Community/non-profit related experience preferred
- Teaching experience strongly preferred
- Must be available to be on-site Monday through Thursday for instruction and set up
- Flexible and energetic attitude
- Ability to do data entry; Springboard will train on specific software
- Strong verbal/written communication
- Proven ability to work both independently and in a team setting
- Strong commitment to B1C's mission

To apply for this position, please submit your resume and a cover letter to [jobs@b1c.org](mailto:jobs@b1c.org). Resumes without a cover letter will not be reviewed; no telephone calls please.

*Building One Community is an Equal Opportunity Employer*