



### **Lead with Purpose: Become a Site Director!**

Step into a leadership role with LiftED as a Site Director, overseeing transformative literacy and enrichment programs for youth from underserved communities. As the on-site leader for programs like the Saturday Morning Literacy Club, March Break Math Literacy, and LEAP into Literacy Summer Camp, you'll ensure smooth operations, support teachers and volunteers, and help create an engaging and supportive environment. Join us in shaping brighter futures for young learners while honing your leadership skills in a rewarding, impactful role.

### **Site Director Opportunities – Literacy and Math Programs (Grades SK to 6)**

#### **Program Options (choose from the list below - you can apply for multiple programs):**

- Saturday Morning Literacy Club
- March Break Math Literacy Program
- LEAP into Literacy Summer Camp

#### **Locations:**

Our programs run in 4 locations in Toronto:

- Driftwood Public School
- Rose Avenue Jr. Public School
- Woburn Jr. Public School (St. Thomas More for March Break Math Literacy)
- Thorncliffe Park P.S.

*You will be placed at one location per program. Please state your preferred program(s) and location(s) when submitting your resume. Note: Only candidates selected for an interview will be contacted. Positions are contingent on funding and student enrollment.*

#### **Dates and Times:**

##### **Saturday Morning Literacy Club**

- Saturdays 9:30am - 12:30pm (teachers on site from 9:00am - 1:00pm)
- Fall Term: October 5 – December 14, 2024 (10 weeks)
- Winter Term: February 1-May 3, 2025 (Winter/Spring Term) (No Program Feb 14, Mar 8, 15, and April 19) (10 weeks)
- Compensation: \$3,500.00 for both terms \*commitment for both terms is preferred

##### **March Break Math Literacy**

- March Break 2025 (March 10 - 15)

- Monday - Friday, 9am - 3pm
- Compensation:\$1,275.00 contract

### **LEAP into Literacy Summer Camp**

- July 2025 (4 weeks)
- Monday - Friday, 9am - 3pm
- Compensation: \$1,100.00 per week x 4 weeks + \$1,700.00 pre- and post-camp services.

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LiftED enables and supports youth to develop skills, competencies, and confidence through: educational enrichment, leadership initiatives, and connections and partnerships. LiftED programs inspire youth to overcome barriers, unlock their potential and contribute to their communities. We support children who are born into challenging economic circumstances by providing fully-subsidized literacy and leadership programs. Our programs ignite, accelerate and provide a bridge to academic and personal success.

### **Primary Areas of Responsibilities**

Responsible for but not limited to;

- Pre-program planning with other teaching staff
- Oversee implementation of interactive, inquiry-based lessons based on the set learning goals
- Implement a literacy program
- Implement and manage attitude student pre and post assessments as well as teacher assessments of children
- Conduct formative assessments to inform instruction and gauge progress
- Work with student volunteers and Program Assistants to establish appropriate teaching assistance and supervision
- Organize a last-day event centred around student-led conversations and inviting parents to attend
- Implement safety procedures throughout the program

Coordinate with the LiftED Program Director and the site school administration:

- Ensure access to and location of facilities, keys, rooms, resources to support the program
- Locate a small storage space for program specific materials and student work files
- Prepare student attendance list, student information and parent/guardian contact details
- Record emergency contact numbers and building procedures

Coordinate with the LiftED Program Director:

- Securing teaching staff and student volunteer information and contact details
- Coordinate staff and volunteer orientation and training/planning session
- Budget, management of resources and other details necessary to support the efficient and effective implementation of the program
- Arrange supply teaching when needed

Responsible for but not limited to

- Ensuring safety procedures, including a safe arrival system and supervision schedule are in place
- Organize and facilitate staff meetings
- Purchase snacks for the week
- Coordinate purchase of classroom supplies
- Coordinate onsite workshops and off-site outings
- Coordinate/supervise/support student volunteers
- Be available to provide additional support in classrooms to ensure successful delivery of curriculum
- Submit post-program report to the LiftED Foundation within one month of the end of the program
- Managing the consumable budget for the program, filing receipts and a final budget report with the post-program report
- Organize and facilitate the flow of each day
- Provide feedback for teachers on their classroom lessons and activities
- Act as a leader for teachers and point of contact for all inquiries from teachers and parents
- Communicate with the LiftED Foundation Program Director of any issues, concerns, questions, etc.

### **Qualifications**

- 2 plus years of experience as an Ontario certified teacher
- Strong passion for and commitment to quality literacy instruction in an elementary setting
- Demonstrated ability to lead adults, preferably in an education setting
- Demonstrated ability to plan and implement an engaging literacy curriculum
- Demonstrated ability to motivate, inspire, encourage children involved in after-school programs
- Experience working in a multicultural, underserved setting
- Provide a vulnerable sector police check or Annual Offence Declaration
- Local knowledge of the community in which the program is run would be an asset

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### **Application Process:**

Please submit your résumé, including your preferred program(s) and location(s), to:

**Stefania Matarazzo** Program Director, LiftED

stefania@liftededucation.org

