



## Early Literacy Coach Job Description

Make Way for Books is a nonprofit 501(c)(3) organization established to promote early literacy in limited-resource areas of Tucson and southern Arizona. Our vision is that all families and educators in our community provide meaningful, shared literacy experiences for the young children in their lives. Make Way for Books is seeking a **full-time** professional to provide expert support for educators and families in the area of early literacy at preschools, childcare centers, and/or home-based sites.

### Responsibilities:

- Mentor early childhood educators in creating literacy and language-rich classroom environments
  - Assess educators' ability to support children's literacy and language development
  - Support educators in using books as tools to foster language-rich interactions
- Develop and implement early literacy professional development workshops for educators
- Develop innovative early literacy curriculum aligned with the Arizona Early Learning Standards and Infant and Toddler Developmental Guidelines
- Provide early literacy programming for parents with children birth through five
- Assist with other Make Way for Books activities as time allows

### Education and Experience:

- Experience mentoring early childhood educators
- Experience facilitating workshops for educators and parents
- Bachelor's degree (Master's degree preferred) in early childhood education or other closely related field pertaining to early language and literacy development
- Knowledge of early childhood development, particularly related to early language, communication and literacy, and language interventions
- Five or more years of experience in early literacy/early childhood education
- Experience incorporating the Arizona Early Learning Standards and Infant and Toddler Developmental Guidelines into curriculum
- Experience implementing principles of Developmentally Appropriate Practice

### Qualifications:

- Fluency in Spanish (preferred)
- Honors diversity and interacts with clients in a culturally and linguistically sensitive manner
- Shows initiative and motivation
- Possesses positive interpersonal skills
- Proficient using Microsoft Office Suite products
- Ability to manage multiple projects concurrently
- Reliable transportation and ability to work during evenings and weekends

Salary is commensurate with experience.

Please submit a letter of interest, resume, and contact information for three references via email to [monica@makewayforbooks.org](mailto:monica@makewayforbooks.org) by June 30<sup>th</sup>, 2017.

No phone calls please.

To learn more about Make Way for Books, please visit: [www.makewayforbooks.org](http://www.makewayforbooks.org).