



Early Childhood Literacy Specialist

REPORTS TO: Center Director/Assistant Center Director

INTERRELATIONSHIPS: Educational Specialist, parents, other UCC Staff, FWISD and other school staff, volunteer, State Licensing, and UCC Administration.

EMPLOYMENT STATUS: Part Time, non-exempt (Mon.-Thurs after-school; 15 hours/week during the school year, 20 hours/week in Summer & Spring Break). Hours might vary depending on training, collaboration meetings, and staff meetings.

PAY RATE: \$25.00-\$30.00 per hour based on experience

Serving Fort Worth since 1909, United Community Centers' mission has remained the same: Guided by Christian Principles, we serve and empower those in need. Today, UCC is focused on building bright futures for our community with knowledge, empowerment, & family strength at our centers in the Polytechnic Heights, Diamond Hill-Jarvis, & Historic Southside neighborhoods of Fort Worth.

In addition to safe, affordable care in a nurturing environment, 58% of Pre-K – 7th grade students that receive UCC's individualized literacy instruction achieve on grade reading levels (compared to 45% state average). This is meaningful to long term success as students who don't master basic reading skills by 3rd grade are six times more likely to not finish high school. UCC's family workshops focus on financial literacy, workforce skills, job placement, and parent empowerment. UCC's pantry and center grocery distribution provide groceries to over 24,000 families annually to combat hunger in our own city.

THE ROLE: Are you passionate about making a difference in students' lives? As an **Early Childhood Literacy Specialist** within UCC's Education Literacy Program, you'll be at the heart of creating an engaging and dynamic learning environment. Your primary role will be to deliver a well-rounded curriculum through meticulously crafted lesson plans that blend rigorous instruction with fun, interactive activities.

KEY RESPONSIBILITIES:

- **Engage and Inspire:** Utilize your creativity to develop instructional units that promote collaboration, creative thinking, and extended interaction among students.
- **Tailored Teaching:** Monitor student progress and adjust materials and strategies to meet individual needs, providing differentiated instruction to ensure every student thrives.
- **Assess and Grow:** Use diverse assessment tools to document and track student mastery and growth, ensuring each student reaches their full potential.
- **Parental Partnership:** Foster strong relationships with parents by maintaining open communication, conducting conferences, and providing opportunities for ongoing support.

- **Collaborate and Innovate:** Work closely with peers to contribute ideas, participate in curriculum development, and engage in professional growth activities.
- **Community Involvement:** Be an active participant in Center events, both during and outside of regular hours, enhancing our community spirit.
- **Professional Excellence:** Adhere to Center policies, maintaining high standards of professionalism and conduct, and be ready to take on supplemental assignments as needed.

If you're ready to join a dedicated team that values collaboration, innovation, and a commitment to student success, apply today and help us create an unforgettable learning experience for youth in the communities we serve!

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- Valid Texas Teacher certificate at the appropriate level for assignment OR Accepted in an approved Alternative Certificate Program (ACP) and have passed the required prerequisite examinations.
- Experience working with diverse student populations preferred.
- Bilingual fluency is beneficial.

WORK ENVIRONMENT: Agency Centers are located in inner-city neighborhoods; interaction with challenging children and families is possible. Duties will include work inside and outside, including swimming and field trips.

JOB RELATED EQUIPMENT/MATERIALS/TOOLS USED: Must be able to operate classroom TVs, computers (CPUs), laptops, iPads, printers, copy machines, printers, and other standard office equipment.

INTERESTED: Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume or request an application from Center Director of Interest:

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