

## **Literacy Now Program Director**

**Job Status:** Salaried, Exempt  
**Reports to:** Executive Director

**Job Description:** The Program Director sets the direction for all programs in order to meet the strategic objectives of the Executive Director and board. The Program Director leads the creation of goals and objectives for all programs, establishes action plans for timely implementation and evaluates program effectiveness. The Program Director is responsible for analyzing program data in multiple formats for all stakeholders including the Board of Directors. The Program Director is the primary contact person for all program partners (schools, other non-profits, and community sites) and works in collaboration with the Executive Director to establish and maintain these relationships.

**Required Skills:** The Program Director must have demonstrated leadership skills including the ability to develop, motivate and mentor staff. The Program Director must be familiar with standard concepts, practices and procedures in literacy development in elementary age children and related fields. Ability to prioritize, accept responsibility and work within deadlines is required. Additionally, the Program Director should possess strong written, oral and interpersonal communication skills with demonstrated success in collaborating with diverse groups of employees.

Program Director must have a 4-year degree; preferably in education. Proficiency and knowledge of various computer software including Word, Excel, Power Point, as well as ability to manage data is required.

### **Administrative & Leadership Responsibilities**

- Collaborate with Executive Director and Board of Directors in creating, sustaining and implementing organizational vision.
- Collaborate with Executive Director to seek out and develop partnerships with new schools and potential program partners.
- Create and deliver presentations to the public (potential donors, partners, and schools) as needed (in collaboration with Executive Director).
- Develop and monitor all program budgets
- Supervise and support programs leadership team
- Perform annual review/update of program curricula and associated evaluation instruments (in collaboration with the Instructional Coach).
- Set annual vision for all program staff meetings to be implemented by Instructional Coach and Area Program Managers.

### **Human Resources**

- Recruit, interview, and hire program delivery staff
- Recruit, interview, and hire program leadership team in collaboration with Executive Director
- Establish performance standards and oversee creation of related training programs, by Instructional Coach and Area Program Managers based on objectives for all program staff
- Ensure that all organizational policies and procedures are followed.
- Conduct performance evaluations of program leadership team and provide support for evaluations of all program delivery staff

### **Reporting and Evaluation**

- Oversight of compilation of demographic info and program reports as prepared by Programs Coordinator

- Analyze data and prepare program reports
- Oversight of preparation of evaluation instruments and outcomes measurement for programs as prepared by Operations Manager
- Ensure the fidelity of evaluations
- In collaboration with the Operations Manager, prepare reports for various community, school and funding presentations

**Professional Expectations:**

- Ensure all grant financial reporting maintains the highest ethical standards.
- Be a good role model and always display strong character values and respect students, coworkers, school staff, and donors.
- Arrive at work on time with a positive attitude and ready to work.
- Attend all meetings and trainings.
- Respect and abide by all policies and procedures set forth in Literacy Now’s Employee Manual.
- Wear appropriate business attire when attending external meetings and events.
- Other duties as assigned.

**Safety & Risk Management**

- Staff should be aware that all information published on a blog or public website (Facebook, etc.) is publicly accessible. You are advised to be mindful that the information you post on the internet will likely be seen by members of the Literacy Now community and could reflect poorly on you and Literacy Now. Therefore, information posted on public websites that could reflect poorly on you and/or Literacy Now is putting your job at risk.
- Staff may not be alone with or have contact with children they meet in Literacy Now programs outside Literacy Now. This includes babysitting, sleepovers, riding in cars, conversing with on the phone via spoken word or text, through online media, or inviting children to their homes.

**Work Schedule**

The Program Director is a full-time position. Office hours are determined in collaboration with the Executive Director. Schedule must be flexible due to unforeseen circumstances and there should be an expectation for some night and weekend hours to attend meetings, special events, and fundraising events.

By signing below, the Program Director understands and accepts all rules and responsibilities of job described above.

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Employee

Signature of Employee

Date

**Apply Online:** <https://literacynowhouston.org/make-a-difference/careers/>