

# Education Specialist (Part-Time)

## North Littleton Promise

### Position Summary

The Education Specialist supports the effectiveness and impact of North Littleton Promise's academic programming by equipping Program Directors and staff with high-quality curriculum, strengthening data-informed decision-making, and training teams in best practices for classroom culture and student engagement.

This is a part-time role (10–15 hours/week) ideal for an experienced educator who is passionate about serving students and adults and enjoys working behind the scenes to strengthen programs and people.

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### Key Responsibilities

#### 1. Curriculum Support & Program Resourcing

- Research, recommend, and adapt curriculum for:
  - Elementary and middle school math and literacy
  - Middle and high school executive functioning skills
- Partner with Program Directors to align curriculum with student needs and program goals
- Ensure curriculum is practical, culturally responsive, and appropriate for after-school and summer settings
- Periodically review and refine curriculum for effectiveness and alignment

#### 2. Data Collection & Program Improvement

- Coordinate collection of relevant student data from Littleton Public Schools (LPS) and NLP curriculum (Intercambio)
- Organize and maintain clear systems for tracking student progress and outcomes
- Analyze and interpret data to identify trends, gaps, and opportunities
- Provide recommendations to Program Directors to inform curriculum and program design
- Support simple, clear reporting for internal use and external stakeholders (as needed)

#### 3. Staff & Volunteer Training

- Develop and lead trainings for staff and volunteers on:
  - Classroom management strategies

- Positive classroom culture and student engagement
- Supporting diverse learners
- Utilizing trauma informed practices
- Provide practical tools and coaching that can be immediately applied in program settings
- Serve as a resource for ongoing staff questions and support

#### **4. Program Observation & Support**

- Attend Tuesday and Thursday programs (4–6pm) approximately 2 times per month and during July summer programs
  - Observe classroom environments and provide constructive feedback to Program Directors
  - Encourage consistency and excellence in program delivery
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#### **Qualifications**

- Bachelor's degree in Education or related field required; Master's degree preferred
  - 3+ years of experience in K–12 education (classroom teaching strongly preferred)
  - Experience with curriculum development or instructional coaching
  - Familiarity with interpreting student data and using it to inform instruction
  - Strong interpersonal and communication skills
  - Ability to work collaboratively with part-time staff and volunteers
  - Alignment with the mission and values of North Littleton Promise
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#### **Schedule & Reporting**

- 10–15 hours per week (flexible, with some consistent commitments)
  - Evening availability required for program observation (Tuesdays/Thursdays, 4–6pm, 2x/month during the school year; during summer program training/July programming)
  - Reports to the Program Director
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#### **Compensation & Benefits (*Customize as needed*)**

##### **Pay Range:**

- \$25–\$30/hour, depending on experience and qualifications

##### **Benefits:**

- Flexible schedule

- Opportunity to make a meaningful impact in the lives of students and families
  - Professional development opportunities (as available)
  - Paid time off (prorated, if applicable—optional based on your org’s policies)
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## **How to Apply**

(You can add: email, materials required, timeline, etc.)