



POSITION TITLE: SHARP Literacy Guide

Part-Time: October-May

JOB SUMMARY

SHARP Literacy Guides (SLGs) play a critical and integral role in the success of the SHARP Literacy program. Each SLG facilitates learning activities for students (grades K4-5th) for approximately one hour (plus prep time), utilizing the SHARP program materials. Images or artifacts may also be used to reinforce the SHARP curricular concepts. SLGs are needed for both Milwaukee County and Waukesha County.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

- Engage students in a manner that reflects cultural awareness, competence, and facilitates meaningful and relevant learning, building upon students' experiences and understandings.
- Involve students during the workshop in ways that reflect the Common Core State Standards, e.g., inquiry-based questions, active engagement, creative thinking, and experiential learning.
- Modify/differentiate the workshop based on the needs and experiences of the SHARP students.
- Facilitate learning for one hour utilizing the SHARP program materials. Images, artifacts, and arts integration projects will also be used to reinforce the SHARP curricular concepts. Preparation for and clean up after the workshop is expected.
- Schedule individual school workshops with all assigned liaisons and/or teachers in a timely manner to stay within the SHARP workshop requirements. Dates for these workshops must be submitted to the Senior Director of Programs in a timely manner.
- Attend paid professional development opportunities provided by SHARP Literacy, incorporating teaching practices learned into work with students.
- Facilitate student reflections and return them to SHARP Literacy in a timely manner for pilot schools that are assigned to you.
- Proctor and score student assessments, collect them and return the physical items to SHARP within 2 weeks of the workshop.
- Enter individual student assessment scores into an Excel tracker, the template for which will be provided to you by SHARP. Following the workshop, email this data to the classroom teacher and to SHARP's Vice President of Education. This process should be completed start to finish within 72 hours.

EDUCATION/CERTIFICATION, QUALIFICATIONS, AND EXPERIENCE

- An earned Bachelor's or Master's degree in education, the arts, or related fields.
- Three or more years of successful experience teaching and/or working in an urban school setting with diverse students.
- Attended classes and/or possess experiences that reflect a working knowledge of art history and/or the visual arts.
- Proficiency using PowerPoint, Microsoft Word, and e-mail.
- Superior oral and written communication skills (during workshops, phone conversations, and e-mails).
- Bilingual (Spanish/English) preferred.

If interested, please forward your resume to Damien DeBuhr at damien@sharpliteracy.org with "SHARP Guide" in the subject line. Be sure to indicate if you prefer to work in Milwaukee County or Waukesha County.