



K-12 Program Educator

Job Category: Full-Time, 40 Hours/Week

Reports to: Afterschool Program Manager

Compensation: Salary and Benefits – TLC provides competitive salaries and a robust benefits package.

Priorities

- Direct Instruction
- Student & Family Engagement
- Community & Volunteer Collaboration

Position Summary:

Program Educators are the primary planners, teachers, curriculum developers, and resource managers of Teton Literacy Center's (TLC) most visible and critical community activities. Program Educators are responsible for designing, delivering, and evaluating high-quality, year-round literacy programming for PreK–12 students and their families. This role combines teaching, curriculum development, student support, and program coordination, with a strong emphasis on using data to drive student growth and outcomes.

Essential Responsibilities:

Instruction & Curriculum Development

- Develop high-quality curriculum and daily lesson plans aligned with TLC standards and program goals. Through student-centered instruction, implement afterschool instruction in Project-Based Learning classrooms as well as individualized literacy lessons via tutoring. Throughout the summer, implement center-wide literacy, math, and STEAM instruction.
- Plan and deliver engaging, student-centered instruction across afterschool, tutoring, and summer programs (including literacy, vocabulary, math, and STEAM), providing direct instruction throughout TLC programs.
- Alongside peers and within teaching teams, develop high-quality curriculum and daily lesson plans aligned with program goals.
- Use assessment data, feedback, and best practices to tailor instruction and improve student outcomes.
- Maintain strong classroom management and create inclusive, culturally responsive learning environments.
- Support and coach volunteers in instructional strategies and classroom management.

Student Data & Family Engagement

- Conduct student assessments and use data to inform instruction and individualized learning plans. TLC holds itself accountable for results by assuring reliable data is available and used throughout our work.
- Conduct parent, volunteer and TCSD teacher check-ins, utilizing feedback to implement individualized strategies for student and family support.
- Track, analyze, and share student progress with families, teachers, and staff.
- Support families through liaison duties, including, but not limited to: emails, phone calls and texts; parent meetings; developing family learning materials for at-home use; and connecting families to additional internal and external resources as needed.
- Support and help lead family engagement efforts such as workshops, literacy nights, and communications

Collaboration, Operations & Organizational Support

- Contribute to program operations, data collection, reporting, and continuous improvement efforts.
- Build and maintain relationships with community partners and program volunteers to expand program reach and impact.
- Support marketing, outreach, and communication efforts.
- Participate in staff collaboration, professional development, and organizational initiatives.
- If applicable, serve on the translation team, supporting ongoing translations as needed.

General Responsibilities

- Foster innovation and creativity within TLC and the community by encouraging new ways of thinking and working, sharing best or promising practices from others, and creating a safe environment for risk-taking among staff and students.
- Participate in and lead professional development for and with all staff. All programs work within a continuous improvement model and staff are expected to learn and grow in their own practice. Share best practices with volunteers and families through online content, workshops and personalized 1-1 check-ins.
- Support grant writing and reporting, according to contract terms, as required.
- Participate in and support organizational events and fundraising efforts.
- Share management of TLC and offsite spaces, including cleaning, maintenance, updates, and organization.

Success Looks Like

- Creation and maintenance of strong student relationships.
- High-quality instruction that leads to measurable student growth.
- Consistent use of data to guide decisions and improve programs.
- Strong relationships and communication with families, volunteers, and partners.
- Active contribution to a collaborative, mission-driven team.

Ideal Candidate

- Student-centered with a strong sense of ownership and initiative.
- Skilled in teaching, organization, and communication.
- Comfortable managing multiple responsibilities and adapting to change.
- Open to feedback and committed to continuous improvement.
- Able to think creatively and solve problems independently and collaboratively.

Perform other duties as assigned by the Executive Director, Director of Family Engagement and Director of Operations.