

## **Position Description: Director of Dyslexia Therapy**

**POSITION TITLE:** Director of Dyslexia Therapy

**REPORTS TO:** Director of Operations

**FUNCTION:** Leadership of Tutoring Program

### **POSITION SUMMARY:**

The Director of Dyslexia Therapy is responsible for the leadership, strategic direction, budgeting, and operational management of the organization's dyslexia therapy program. This role ensures high-quality, evidence-based academic dyslexia therapy and tutoring services for our children and families, while fostering a culture of excellence, collaboration, and continuous improvement among tutoring staff. The Director will oversee all aspects of program development, staff supervision, curriculum alignment, scheduling, reporting, and stakeholder engagement to meet the educational needs of students and the goals of the organization.

### **ESSENTIAL RESPONSIBILITIES:**

#### **Program Leadership & Strategy**

- ✓ Develop and implement a strategic vision for the dyslexia therapy program that aligns with the organization's mission and goals.
- ✓ Monitor, evaluate, and continuously improve program quality, effectiveness, and student outcomes.
- ✓ Ensure tutoring services are inclusive, equitable, and tailored to meet diverse student learning needs.
- ✓ Identify opportunities for program growth and expansion.

#### **Staff Management & Development**

- ✓ Recruit, hire, train, supervise, and evaluate tutoring staff and volunteers.
- ✓ Provide ongoing professional development and performance coaching to ensure high-quality instruction.
- ✓ Foster a positive, collaborative, and mission-driven team culture.
- ✓ Monitor staffing and client census variations requiring corrective action.
- ✓ Ensure communication and collaboration with tutoring team through monthly department, one-on-one, and other staff development meetings.

#### **Curriculum & Instruction**

- ✓ Ensure tutoring content aligns with school curriculum, state standards, and best practices in instruction.
- ✓ Implement evidence-based strategies to improve student learning in core subject areas.
- ✓ Maintain and develop instructional resources and tools to support tutor effectiveness.
- ✓ Assist in training tutors in Orton-Gillingham and promote standardization of this method, and any other program approved methods, in tutoring therapy services that align with the Science of Reading.

#### **Operations & Administration**

- ✓ Oversee scheduling, staffing assignments, and daily operations of tutoring sessions.
- ✓ Oversee the documentation of accurate medical records, student progress, and program outcomes.
- ✓ Develop and manage the dyslexia therapy program budget in collaboration with leadership.
- ✓ Ensure compliance with organizational policies, grant requirements, and relevant regulations.

#### **Partnerships & Community Engagement**

- ✓ Serve as the primary liaison between the dyslexia therapy program and schools, families, and community partners.
- ✓ Communicate regularly with parents/guardians and educators about student progress.
- ✓ Represent the dyslexia therapy program at community events, meetings, and outreach activities.

**Our mission is to help each child reach their full potential and to support and educate their families along the way.**

## Position Description: Director of Dyslexia Therapy

### Data & Reporting

- ✓ Collect and analyze data to assess student growth, program impact, and areas for improvement.
- ✓ Prepare reports for leadership, funders, and stakeholders.
- ✓ Use data to guide instructional adjustments and program enhancements.

### POSITION REQUIREMENTS:

#### Education & Experience

- ✓ Bachelor's degree in education, administration, or related field required. Master's degree preferred.
- ✓ Minimum 5 years of experience in education and/or dyslexia therapy program management required.
- ✓ Minimum of 2 years in a supervisory or leadership role.
- ✓ Previous experience with and/or willingness to complete Orton-Gillingham (O-G) training within the first year of employment.
- ✓ Certified Academic Language Practitioner (**CALP**) preferred or willingness to pursue within 18 months.

#### Skills & Competencies

- ✓ Strong leadership and team-building skills.
- ✓ Knowledge of evidence-based teaching and learning strategies.
- ✓ Excellent organizational, problem-solving, and time management skills.
- ✓ Strong communication skills, both written and verbal.
- ✓ Proficiency in data analysis and program evaluation.
- ✓ Ability to build and maintain effective partnerships with diverse stakeholders.
- ✓ Computer skills and proficiency, including Microsoft Office Products, Google Docs, and electronic medical records.

### WORK ENVIRONMENT:

- ✓ Primarily office-based with frequent visits to tutoring sites.
- ✓ Some evening and weekend hours may be required for events or special programs.

### COMPENSATION & BENEFITS:

- ✓ Competitive salary commensurate with experience.
- ✓ Benefits package includes health insurance, retirement plan, paid time off, and professional development opportunities.

*Joe's Kids has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by management staff as deemed appropriate. This document does not represent a contract of employment and Joe's Kids reserves the right to change this job description and/or assign tasks as needed.*

**My signature indicates that I understand and agree to fulfill the position description as reflected above and that I have been given the opportunity to discuss and request clarification of any duties and/or responsibilities noted.**

---

Employee

---

Date