

**Literacy Project Manager
Marian University**

Direct Link: <https://www.AcademicKeys.com/r?job=258177>

Downloaded On: Jul. 30, 2025 7:48am

Posted Jun. 11, 2025, set to expire Dec. 14, 2025

Job Title Literacy Project Manager
Department Center for Vibrant Schools
Institution Marian University
Indianapolis, Indiana

Date Posted Jun. 11, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Reading/Developmental Education

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=47ebee1f-ce33-4148-af52-6fecf4896a48>

Apply By Email

Job Description

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, the Marian University Center for Vibrant Schools is seeking a Literacy Project Manager (LPM) to promote our Catholic Franciscan mission and identity by providing key training and support for the work with the Literacy Institute. The individual in this position has strong knowledge of the science of reading, especially in early literacy instruction and assessment within an MTSS model.

The Literacy Program Manager (LPM) will provide ongoing coaching and support of Training Specialists (TS) and Literacy Training Support Specialists (LTSS), will participate in data collection and

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reporting, and assist with summer training for school based instructional coaches and administrators. The LPM will support the Training Specialists in managing professional learning for Literacy Training Support Specialists, instructional coaches, teachers, and administrators in evidence-aligned literacy instruction and assessment within an MTSS model.

Essential Duties and Responsibilities:

- * Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.
- Support planning and facilitation of professional learning for the Literacy Institute, focused on literacy
- * instruction and assessment within an MTSS model for the Literacy Training Support Specialists (LTSS), school-based instructional coaches, and school administrators.
- * Actively participate in training across the project.
- * Develop and maintain supportive relationships with school and district administrators.
- * Support Training Specialist and Literacy Training Support Specialist roles and responsibilities with leadership and coaching of Literacy Institute school partners.
- * Review curriculum, instruction and assessment related to research-based reading instruction.
- * Support robust instructional coaching around data-driven outcomes.
- * Support school administrators in their goals for continuous school improvement in literacy education.
- * Review and analyze school data and serve as a thinking partner with individuals in the TS and LTSS role related to continuous improvement literacy education.
- * Support implementation of professional development that is responsive to needs of Literacy Institute school partners.
- * Actively participate in twice-monthly 90-minute professional development designed to strengthen pedagogical knowledge related to literacy and instructional coaching practices.
- * Provide oversight, monitoring, and problem-solving support for individuals in the LTSS role in implementing the goals of the project guided by the assurances.
- * Be familiar with current literacy research and curricular resources provided by the project or seek support to that end.

Required Qualifications:

- * Education: Bachelor's Degree Required, master's degree Preferred.
- * Licenses/Certifications/Credentials: Minimum of five years teaching, experience as an instructional coach preferred.
- * Preferred Experience and Knowledge:

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- * Successful experience as a teacher, including teacher leadership opportunities.
- * Experience organizing and leading professional development for teachers in the field of literacy.
- * Highly organized and diligent in completing tasks.
- * Have a deep working knowledge across the science of reading, especially in literacy instruction and assessment, with the ability to remain abreast of development across the academic field.
- * Experience selecting, critiquing, implementing, and evaluating curricular materials.
- * A practical understanding of the intersection between Special Education, English as a New Language, and Dyslexia needs related to the science of reading.
- * Knowledge of the K-12 instructional system.
- * Deep knowledge of and experience in professional development best practices.
- * Strong written and oral communication skills.
- * Demonstrated ability to meet deadlines.
- * Proficiency in Microsoft Office
- * Ability to multitask and prioritize.

Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

- * Cover Letter
- * Current resume or CV
- * Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.
- * Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights notice from the Department of Labor.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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