

Literacy Now Job Description

Job Title: Reading Intervention Site Coordinator

Job Status: Salaried, Non-Exempt

Reports to: Area Program Manager

Job Description: The Site Coordinator's primary responsibility is to lead his/her site staff to ensure that the Reading Intervention program is delivered with fidelity in a positive environment. The Site Coordinator will be Literacy Now's liaison between school personnel about day-to-day matters. In addition, the Site Coordinator will also take on all responsibilities of an Interventionist.

Required Skills: The Site Coordinator must have a strong desire to work with youth and a passion for making a difference. Previous experience working with youth and a Bachelor's degree (degree in Education preferred) is a must. Site Coordinators will have strong communication skills, problem-solving skills, conflict resolution skills, and strong leadership skills. The Site Coordinator must have access to a computer and be proficient in Microsoft Office and additional computer software programs.

Responsibilities Include:

Leadership

- Together with the Area Program Manager, create & maintain a positive work environment where all interventionists feel valued, supported, and heard.
- Communicate with teachers and school liaison with any day-to-day updates/issues.
- Facilitate scheduled parent engagement workshops at the assigned site with designated school staff/personnel.
- Ensure that Literacy Now policies & procedures are being followed and incidents and issues are addressed in a timely manner as outlined under Guidance Methods in the Literacy Now Staff Manual in conjunction with the Program Director and Area Program Manager.

Administrative

- Collect, complete and maintain student enrollment forms, demographics, rosters, and attendance records, and submit by the deadline
- Provide teachers with a monthly report on student progress.
- Submit weekly updates by 5 pm on the last day of tutoring each week.
- Perform an ongoing inventory of site supplies and request supplies when needed (2-week lead time)
- Provide input on annual staff evaluation to Area Program Manager.
- Ensure the team has supplies, copies, etc. which they need to complete their job successfully.

Program Delivery (for the Reading Interventionist portion of the position)

- Provide a safe, fun, engaging, and welcoming environment.
- Create and deliver lesson plans. Follow the curriculum as outlined in the curriculum manuals.
- Develop a relationship with each student in his/her group.
- Maintain order and engage students within his/her groups.
- Monitor each student's ongoing progress and keep a file on each student including but not limited to pre/mid/post-testing.
- Document the weekly progress of each student in his/her group.
- Attend and help facilitate parent engagement workshops for his/her site, which may be scheduled at times outside of his/her regular work schedule, including early mornings and/or evenings.

Literacy Now Job Description

- Develop and maintain strong parent partnerships for each student's family frequent and ongoing communication through phone calls, emails, or any communication applications determined by Literacy Now or the school.

Other Responsibilities:

- Ensure the Literacy Now Reading Intervention program maintains the highest of standards and quality programming.
- Ensure the safety of children always. At no time should a child be left unsupervised.
- Carry student roster always.
- Ensure all classroom environments and activities are safe. Report and remove all broken equipment.
- Daily maintenance of classroom – keep your table and surrounding area free of clutter and debris, store all materials in a neat & organized manner, and sanitize your tutorial table at the beginning and end of the day.
- Be a good role model and always display strong character values and respect for students, coworkers, and faculty.
- Arrive at work on time with a positive attitude and ready to work.
- Attend all meetings and trainings.
- Respect and abide by all policies and procedures set forth by Literacy Now. Read your employee manual.
- Wear appropriate business attire.

Safety & Risk Management

- In house trainings must be complete before working with youth.
- Staff should be aware that all information published on a blog or public website (Facebook, etc.) is publicly accessible. You are advised to be mindful that the information you post on the internet will likely be seen by members of the Literacy Now community and could reflect poorly on your character. Therefore, information posted on public websites that reflects poor character values is putting your job at risk.
- Staff may not be alone with or have contact with children they meet in Literacy Now programs outside Literacy Now. This includes babysitting, sleepovers, riding in cars, conversing on the phone via spoken word or text, through online media, or inviting children to their homes

Work Schedule

The Site Coordinator is a part-time position running from the last week of August-May. The employee is expected to be in his/her tutoring space at the time determined, by the Program Director, for that program site (see Site Schedule), as well as for training and regularly scheduled meetings (see calendar). Parent engagement workshops may be scheduled at times outside of the regular work schedule (including early mornings and evenings). Site Coordinators are expected to lead these meetings; therefore, the work schedule may vary on these days.

The schedule may change due to unforeseen circumstances. The above schedule may not contain all mandatory training and meeting dates.

By signing below, the Site Coordinator understands and accepts all rules and responsibilities of the job described above.

Employee

Signature of Employee

Date