

# Urban League of Greater Madison

## Job Description: Tutor Coordinator, Schools of Hope

**Supervisor:** Department Manager, College Readiness & Career Development

**Full Time Equivalent:** 1.0FTE (.5 FTE at each of two school sites)

**Work Hours:** Approximately 8:00 a.m. to 5:00 p.m. Mondays thru Fridays. Flexibility needed for team meetings, special projects, etc. Occasional evening and weekend hours required.

**Site Assignment:** To be determined

### URBAN LEAGUE MISSION:

*The mission of the Urban League of Greater Madison is to improve the social and economic conditions of African Americans, other people of color, and the economically disadvantaged in the Greater Madison, Wisconsin community.*

### PROGRAM GOALS AND OBJECTIVES:

The purpose of the Urban League of Greater Madison's Schools of Hope Project is to improve the academic performance of high at-risk students, especially economically disadvantaged students of color through direct one-on-one and small group tutoring so that students enter high school well prepared for Algebra and other college preparatory subjects. Tutor coordinators play the most essential role in this project by working to involve the community through:

- Recruiting, training, and placing tutors as needed during the school day and in after-school programs
- Educating parents and others about the importance of algebra as a gateway to post-secondary education

### DUTIES AND RESPONSIBILITIES:

- Work individually and as part of a team to recruit and screen volunteer and workstudy tutors
- Assist with the planning and implementation of tutor training sessions.
- Ensure that all volunteers placed at your site receive proper orientation and training.
- Match volunteer tutors one-on-one (or in small groups as appropriate) during the school day and after school.
- Place volunteer tutors with other after school academic support programs as needed.
- Provide ongoing support of tutors and monitor tutor-tutee matches.
- Hold monthly or bi-monthly support meetings with volunteers. Disseminate best-practice information to volunteer tutors through newsletters, email, web portal, etc.
- Assure timely communication of program updates and delivery of newly developed materials to volunteers.
- Ensure that the efforts of volunteer tutors are adequately recognized.
- Track volunteer progress and evaluate volunteer performance.
- Keep thorough records. Complete quarterly, annual, and other reports as required by supervisor.

- Publicize tutoring services that are available to teachers, parents, and others as appropriate.
- Work with school and community based organization staff to disseminate information to the parents of underachieving students about available educational and recreational services.
- Meet with twice each month with key MSCR staff and other key service providers to create and monitor a plan collaboration.
- Meet at least once per month with school Principal, assistant principal, or principal's designee to discuss any concerns or issues and maintain an effective work plan for meeting student needs.
- Create and maintain a system for sharing information among school staff and other key service providers about students being assisted and the services they are receiving.
- All coordinator will report to school office once they get into the school sign in and make sure the office staff is aware that they are in the building, once you leave or might need to leave the school for any meeting etc you should sign out and let the staff know as well

### **QUALIFICATIONS:**

- Educational background or experience in education, community organizing, volunteer coordination.
- Interest and education with developing high quality educational and learning opportunities.
- Exceptional understanding of the needs of students in 6th, 7th and 8th grade.
- Must be goal oriented, problem solver, and solution driven
- Must have strong time management skills and the ability to balance multiple tasks.
- Must have proven ability to work both independently and as part of a team. Demonstrated ability to forge partnership with a wide variety of organizations/institutions.
- Strong commitment to the mission of the Urban League and to working with youth and families from diverse racial/cultural populations.
- Strong written, presentation, and public speaking skills
- Computer experience including Microsoft Word, Microsoft Outlook, and Internet navigation is highly desirable.
- Knowledge of the educational support service system available to middle school students in Madison Public Schools.
- Ability to serve as a liaison between school staff and faculty and the staff of community based programs.