

DEAN OF STUDENTS

STUDENT ASSISTANT POSITION DESCRIPTION

Office: America Reads and Counts Program
Job Title: SITE COORDINATOR
Wage/Salary: \$8.67 per hour

Office Description

America Reads and Counts is a Federal Work Study program at California State University, Fullerton. Each school participating in the America Reads and Counts Program will have a Site Coordinator responsible for coordinating the program on that campus and guiding the work of 10-12 CSUF work-study students (Titan Tutors). Site Coordinators will report directly to the Assistant Program Coordinators of the America Reads and Counts Program. The Site Coordinator position requires leadership, strong managerial skills, and good interpersonal communication abilities.

Qualifications

Must be eligible for Federal Work-Study and one or both of the following: 1) Experience in administration, supervision and/or program development, and/or 2) Experience in working in the community, preferably in K-12 schools.

Job Description

Maintaining communications with the School Principal, YMCA Supervisor, or his/her designee regarding the progress of the program; communicating with individual teachers regarding the placement, tasks, work performance, and evaluation of Titan Tutors; participating in the development and presentation of training of Titan Tutors; working with Titan Tutors to resolve problems, identify resources and to promote the development of tutoring skills; insuring that Titan Tutors are using their time effectively; helping to develop, collect and make available materials which will improve Titan Tutor efforts to tutor/teach school children; maintaining, collecting and verifying timesheets for Titan Tutors; collecting and maintaining Titan Tutor weekly work logs; running bi-weekly staff meetings on site; serving on the coordinating committee for America Reads and Counts; attend Site Coordinator training and meetings; and other duties as assigned.

Contact

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