



Reading Power, Inc.
Site Coordinator
Job Description

Working in partnership with underserved schools, Reading Power provides one-to-one tutoring during the school day for children in prekindergarten through 2nd grade. Our mission is to accelerate children's literacy learning and to develop in them a love of reading and writing. We accomplish this goal through an independent tutoring program working in partnership with schools. We believe that all children deserve to reach their academic potential.

The Site Coordinator will report to the Director of Programs.

Responsibilities include:

- Provide daily support and training to tutors
- Supervise students during tutoring
- Collaborate with school staff to identify students suitable for the program
- Assess students for identification and periodic growth
- Use data to drive instruction, and maintain accurate records
- Create and maintain an organized classroom environment
- Update classroom library and choose gift books for students
- Lead daily table meetings with tutors to advance the program delivery
- Provide weekly tutor communication email
- Tutor students as necessary
- Attend monthly staff meetings
- Attend professional development opportunities
- Assist with tutor recruitment, training, and tutor events
- Serve as a Reading Power Ambassador

Qualifications:

- Degree in Education; Previous experience in early childhood education (PreK-2nd grade)
- Strong organization and communication skills
- Team player
- Must be able to work independently
- Strong proficiency with technology and Google platforms
- Part-time position, salary range \$16,600- \$35,000

Non-Discrimination Statement

Reading Power Inc. is an equal opportunity employer. We strive to recruit and employ the most qualified personnel and provide equal opportunities without regard to race, color, religion, age, sex.