



**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.*