



**Reading Power, Inc.**  
**Assistant Site Coordinator**  
**Job Description**

*Reading Power is a literacy tutoring program serving low-achieving children attending elementary schools. Our mission is to accelerate children's literacy learning and to develop a love of reading and writing.*

The Assistant Site Coordinator will report to the Site Coordinator or the Director of Programs.

**General Responsibilities:**

The Assistant Site Coordinator assists the Coordinator with preparing instructional materials, provides and supports the delivery of instruction, assists students and tutors, and provides assistance with associated Organizational tasks.

This role will include:

**1. Professional Responsibilities**

- Staff Back to School Collaboration
- Kickoff Orientation with Tutors
- Regular Staff Meetings
- Tutor Appreciation Event
- Staff/Board Dinner
- Miscellaneous School and Community Events (as needed)
- Attend PD/educational event(s)
- Stay relevant on current educational topics

**2. Planning and Preparation**

- Attend site training orientations
- Prepare/Replenish materials for tutoring
- Prepare classroom for tutoring
- Help to maintain accurate records
- Assist with tutor trainings
- Organize library, leveled readers
- Review student folders for feedback to tutors regarding new reading levels

**3. Instruction**

- Tutor at least two students



- Modeling and coaching of tutors
- Model tutoring for new tutors, help tutors as needed
- Contribute to table meeting discussions
- Assist with student assessments
- Be prepared to step in for the site coordinator when necessary
- Assist with classroom management

#### **4. Communication**

- Communicate daily with site coordinator
- Assist with tutor communication (scheduling, etc)
- Help with teacher, school administration, and parent communication

#### **Qualifications:**

- College Degree Required
- Experienced in working with children
- Knowledgeable about early literacy
- Must be able to work independently, flexible, initiates work
- Strong communication skills
- Team Player

Part-Time position

#### *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.*

*Updated Spring 2023*