



## Site Coordinator

### Graduate Assistantship Information

A Way with Words & Numbers  
University of Missouri  
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# Site Coordinator Job Description

## Program Requirements

The Site Coordinator graduate assistantship requires a minimum of 20 hours per week, which is considered a 0.5 FTE. This provides a tuition waiver, full insurance subsidy, and an hourly work study stipend. There are also part-time Site Coordinator positions available for 10 hours per week, which is considered a .25 FTE. These positions provide an hourly work stipend. The commitment for graduate position is for at least 1 year in which Site Coordinators are required to work study during Fall and Spring semesters. Reliable transportation is required for this position. You must qualify for work study for this assistantship *\*please ensure that you check the "Interested in Work Study" box on your FAFSA form\**.

## Training

- Site Coordinator training occurs during the week prior to the start of the Fall semester. This training will thoroughly cover all aspects of the program, as well as site coordinator responsibilities.

## Tutoring

- Site coordinators are expected to tutor at least 4 hours per week at their assigned site(s).
- For students struggling with literacy skills, we offer an evidence-based reading intervention -Path to Reading Excellence in School Sites (PRESS)- that you will be in charge of coordinating at your assigned sites(s).

## Reporting

- Site Coordinators meet bi-weekly for a one-on-one meeting with their direct supervisor.
- Site Coordinators complete a mid-semester report during the Fall and Spring semester.

## Job Functions

As a Site Coordinator, you will be expected to fulfill the following job functions:

### Mentor/Role Model

First and foremost, Site Coordinators are expected to be a mentor and role model for the undergraduate and school-age students that they serve. Because A Way with Words and Numbers is housed in the MU Career Center, we pride ourselves in being able to provide these students with academic and emotional support (to the best of one's ability). Finally, we are to operate and demonstrate our commitment to meet the educational needs of elementary school students within the Columbia Public School District.

### Supervision

Site Coordinators gain significant supervisory experience while supporting a group ranging from 8-20 tutors. Responsibilities include: scheduling tutors, arranging carpooling, monitoring time logs, organizing and leading team meetings, corresponding with tutors through bi-weekly

reports, facilitating bi-weekly meetings, ensuring that tutors are representing A Way with Words and Numbers in a professional manner, and providing support to tutors who do not meet the expectations set forth by the program.

### **Administrative**

- Program Assignments
  - A Way with Words and Numbers is run by graduate students. Teamwork and cooperation are key to making our organization run successfully. As a team, site coordinators will help to facilitate tutor recruitment, fundraising & community outreach, coordinating reading, math, or behavior training, program relations, ongoing training, etc.
- Office Hours
  - Site Coordinators spend around 6 hours per week in the A Way with Words and Numbers office performing various office duties.
- Meetings
  - Site Coordinators attend weekly staff meetings (varies by semester), bi-weekly individual meetings with their supervisor, monthly meetings with tutor teams, and bi-weekly meetings with individual tutors.

### **Liaison**

- Site Coordinators regularly communicate with their site contact (the main contact at the school/site) and teachers/community side leaders, both in person and via email, to check on tutors' progress and to discuss any concerns. Site Coordinators are also responsible for scheduling tutoring sessions at their site, which requires working with teachers and/or site contacts to determine needs.

### **Recruitment**

- Site Coordinators are expected to attend recruitment events geared towards the recruitment of the undergraduate tutors who work for A Way with Words and Numbers at the beginning of both fall and spring semester.

### **Fundraising**

- Site Coordinators are responsible for communicating with PTA/FTO at their assigned site(s) in order to schedule events for program employees to volunteer at—this increases community engagement and likelihood of donations at the end of the semester.
- Site Coordinators are responsible for attending two events facilitated by school PTA/FTO or serve at least four hours per semester.
- Site Coordinators attend other fundraising events, such as profit shares or supply drives, throughout the course of the year.

## Weekly Responsibilities of a Site Coordinator

*\*You will work approximately twenty hours per week, with some weeks requiring more hours than others. Below is a view of what a typical week's responsibilities may look like.\**

Data Check-In (.5-1 hour)

Respond to tutor, teacher, and site contact emails (1-2 hours)

Respond to supervisor through one-on-one meetings (.5-1 hour)

Office Hours (6 hours)

Tutor at Assigned Sites (4 hours)

Attend Site Coordinator and Tutor meetings (2-3 hours)

Work on program assignments and other duties (3-4 hours)

PRESS Responsibilities (1-2 hours)

## Leadership Positions

There are four leadership positions open for the 2020-2021 school year. These positions require the ability to collaborate and be flexible. Candidates must also possess leadership qualities and be comfortable and confident leading a group of peers. Lastly, they must demonstrate their ability to be self-motivated. If interested, please indicate which of the following positions you are interested in on your application.

### Associate Director: School & Community Collaborations

- Plan SC training
- Facilitate hiring process for new SC and ASCs each spring
- Provide bi-weekly individual supervision to half of the SC's
- Plan weekly/bi-weekly SC meetings
- Oversee CPS relations (e.g., coordinating beginning of the year meetings, site contracts with school administrators)
- Develop and assist Site Coordinators in gathering information about their tutoring program and evaluating reports from schools at the end of each semester (i.e., tutoring hours, student data, etc.)
- Reporting to the MU Career Center Director regarding the status of relationships with current schools and sharing program evaluation data to include within the MU Career Center Annual Report
- Oversee and coordinate service-learning tutors
- Oversee and coordinate public relations (e.g., social media, community service events)
- Co-coordinate fundraising efforts with office manager

### Associate Director: MU Student Growth and Development

- Plan SC training
- Facilitate hiring process for new SC and ASCs each spring
- Support planning of bi-weekly meetings
- Provide bi-weekly individual supervision to half of the SC's

- Plan weekly/bi-weekly SC meetings
- Develop a plan and coordinate recruitment of new tutors
- Develop a plan and process for retention of existing tutors
- Provide professional development opportunities for tutors
- Training to develop behavior, math, diversity and reading strategies and information to present to new tutors at the beginning of each semester.
- Organize and facilitate the tutor training to ensure all new tutors are trained

#### **Assistant Director- Office Manager**

- Support planning of SC training to ensure all staff are aware of hiring procedures
- Support planning of bi-weekly meetings
- Support hiring process for new SC and ASCs each spring
- Coordinate to make sure that all SCs complete necessary paperwork for HR purposes
- Ensure that all tutors complete background check form and that these are double-checked by our office, and then submitted to CPS
- Coordinate with Work Study and Financial Aid for Work Study Tutors
- Coordinate and oversee the hiring process, interviews, hiring team, and data management team
- Create schedule for SC office hours both semester
- Coordinate and provide supervision to ASC's working in the office
- Co-coordinate fundraising efforts with office manager
- Manage the ordering of supplies (i.e., ordering each school's tutoring supplies, t-shirts, lanyards, etc.)
- Organize and manage supplies in the office and update signs and calendars in the office
- Oversee processes to ensure appropriate record keeping (including student data and our tutor data) so that it is properly stored, saved, and organized
- Plan and organize staff recognition efforts including program-wide events, tutor of the month, socials, birthday celebrations at SC meetings, plan SC and ASC picture day

#### **Assistant Director: After-School Tutoring Program**

- Collaborate with the DBRL Library Coordinator to promote our program on their website, plan tutoring logistics, develop community events
- Communicate with schools and other community groups to advertise and promote the program
- Support the development of public-engagement events to promote the after-school program
- Communicate with parents to help them sign-up their youth for tutoring or to manage any questions or concerns
- Develop and manage the tutoring sign-up process to ensure families are connected with promptly
- Ensure website information is updated regularly
- Coordinate and provide supervision to ASC's working at the after-school program in leadership positions
- Supervise tutors working at the after-school program
- Provide professional development opportunities for after-school tutors

- Training to develop behavior, math, diversity and reading strategies and information to present to new library tutors at the beginning of each semester.
- Equipping tutors with additional resources and training them in the use of a variety of instructional practices
- Organize and facilitate the tutor training for after-school tutors to ensure all tutors are trained
- Ensure that data is collected, organized and managed to account for student attendance and progress with our program
- Reporting to the MU Career Center Director regarding the status of relationships with the library and sharing program evaluation data to include within the MU Career Center Annual Report
- Review student need based on their parents' referral and provide direct supervision to tutors to ensure that kids are making appropriate progress and receiving adequate tutoring supports

**Application closes Friday, March 13<sup>th</sup> at 5:00 PM. Please contact Associate Directors, Claire Nolan and McKinzie Duesenberg, via email at [communityservice@missouri.edu](mailto:communityservice@missouri.edu) if you have any questions or concerns.**

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