



Site Assistant Job Description

Team Read Site Assistants are **essential** teen leaders who build community, implement the Team Read program with fidelity, provide support to reading coaches, and track student-coach progress. Site Assistants must be detail-oriented and able to take initiative to support the site operations and coaches in their tutoring as needed. In order to apply, you must have been a reading coach for at least 1 semester, with preference given to applicants with more experience. Site Assistants are not paired with a student reader.

Responsibilities

Daily Sessions

Support one-on-one reading coaching, in collaboration with the Site Coordinator:

- Learn and refer to all coaches and students by name, making everyone feel welcome
- Develop supportive relationships with coaches and readers to create a rewarding job environment for teens and a positive learning environment for readers
- Provide direct feedback and support to coaches by sitting with pairs, listening, modeling skills and strategies, and giving written or verbal feedback as needed throughout the year to support the coaches as they:
 - Track student progress in the Power Reader Journal
 - Ask comprehension questions, support readers' decoding and vocabulary, and develop fluency skills using Team Read coaching tools working toward reader independence
 - Help readers choose books from the leveled library based on reading level and interests
 - Build strong, caring relationships with their students and develop patience

Support site logistics, in collaboration with the Site Coordinator and Peer Leader:

- Assist with the safe arrival and departure of student readers and reading coaches as needed
- Communicate regularly with your Site Coordinator to divide responsibilities
- Support daily coach set up at the start of session, ensuring space and materials are ready for student readers' arrival and attendance is taken and entered each day
- Support Peer Leader with end of session coach debriefs if available, participating if possible to make announcements, build community, and provide feedback and support to coaches
- Assist with distribution of snack as needed
- Assign jobs to reading coaches with absent readers
- Oversee distribution of treasure chest prizes
- Provide training and support to new coaches who come in during the year, as needed
- Fill in for coaches who are absent as needed

Communications, Evaluations, and Data

- Attend Site Assistant trainings/meetings (three per year)
- Maintain key records (Site Coordinators are ultimately responsible for the accuracy and completeness of these records.):
 - Accurate student/coach attendance records
 - Student/coach ID#'s and program entry/exit dates
 - Record coach and reader pairs, updating pairing list as needed during year
 - Program evaluation data
 - Books read, etc. as indicated in the Data Spreadsheet
 - Payroll/compensation records
 - Ensure coach timesheets and hire paperwork are submitted in accordance with payroll methods for your district
 - Provide coaches with sample hire packets and timesheets to help them complete their paperwork correctly, as needed
- Notify Site Coordinator of concerns with coach/reader attendance
- Make and distribute program notices and materials
- Reach out to coaches who miss a session, as requested, for initial follow up
- Provide input if requested for 1st and 2nd semester evaluations for reading coaches
- Help distribute and collect stakeholder (reader families, coaches, coaches' families, referring teachers, and principals) feedback via year end program surveys as needed

Ongoing Program Development

- Assist with coach recruitment at area high schools (particularly the Site Assistant's own school)
- Proactively support Team Read by providing feedback on program operations

Coaching and Growth for this Position

- Regular communication with Site Coordinator and Team Read staff
- Focus on an area of strength and area for growth self-identified each semester

