



## Team Read Site Coordinator Job Description

Team Read offers one-on-one reading support for 2<sup>nd</sup>- 4<sup>th</sup> graders by trained teen coaches. Our program meets twice a week, after school, at elementary schools. Each site is comprised of 25-30 students and 25-30 coaches. The Site Coordinator oversees the program, supporting the tutoring pairs and their work together. A seasoned coach serves as a Site Assistant supporting the Site Coordinator during tutoring sessions to assist with attendance, data-tracking and other responsibilities. The Site Coordinator role averages 4-6 hours per week during after school hours, November through early June, with variation if remote or in person. *See below for accommodations when the program is delivered remotely.*

**Team Read Site Coordinators** are the **heart and soul** of the program. They build community, implement the Team Read program with fidelity, provide direct support to reading coaches, and supervise student-coach progress at the site. Site Coordinators must be comfortable managing both teens and elementary students and be passionate about providing quality reading support to young students as well as a positive and supported introductory level job experience for teens.



If not already district employees, applicants must complete district employment procedures to become hourly employees.

### QUALIFICATIONS:

- 1-2 years of experience managing a classroom setting
- Experience working with elementary school students, high school students, or both populations
- Ability to work online after-school 4 – 6 hours per week

### RESPONSIBILITIES

#### Manage Readers & Coaches during program:

- Proactively supervise one-on-one reading coaching during program hours
- 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 observing pairs, listening, modeling skills and strategies, giving written or verbal feedback to each pair several times throughout the year to ensure the coaches:
  - Track reader progress
  - 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
- Plan and supervise coach debrief activities at the end of each session after readers leave: take questions, discuss coaching and give each other feedback and support, make announcements, build community.

- Monitor and respond quickly to student reader behavior issues, following Team Read and district guidance.

### Manage Program Logistics

- Manage a safe learning environment for readers and coaches
- Supervise and lead daily set up at the start of session, and ensure attendance is taken and entered accurately each day for both coaches and readers as well as program progress data
- Match coach and reader pairs, and adjust pairings if needed during program year
- Communicate with and delegate tasks to the Site Assistant, such as tracking attendance and collecting performance monitoring data; ensure that this is being done accurately and on timely basis.
- Provide coaching and support to Site Assistant as needed to develop their skills
- Manage transitions from the school day to Team Read, and from Team Read to dismissal
- If any coaches are absent, ensure all readers have a coach for the day
- Designate activities for reading coaches with absent readers
- Monitor coach adherence to attendance policies and follow up immediately according to the Site Coordinator manual if a coach does not meet expectations
- Follow the Team Read program calendar of themed months and other special activities, like Poetry Month and Read-a-thon
- Provide training and support to new coaches who come in during the year, as needed

### Communication & Relationships

- With coordination and support from Team Read and schools, establish relationships with key school staff including principals
- With coordination and support from Team Read, communicate with stakeholders (reader families, referring teachers) regarding student progress
- In collaboration with schools, communicate to help solve student attendance or behavior issues early and in effort to resolve quickly.
- Respond quickly to reading coach job performance or attendance issues; communicate these to Team Read

### Training, Evaluation, and Data

- Attend Site Coordinator trainings/meetings (mandatory pre-program; mid-year and end of year trainings; optional peer-to-peer monthly meeting; occasional additional events)
- Monitor the Site Assistant, who maintains key records (Site Coordinators are ultimately responsible for the accuracy and completeness of these records.):
  - Accurate student/coach attendance records
    - Student/coach ID#'s, 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
    - Reading levels obtained and updated throughout program year
  - Payroll/compensation records
    - Assist in ensuring coach timesheets and hire paperwork are submitted in accordance with designated payroll methods
- Complete 1<sup>st</sup> and 2<sup>nd</sup> semester evaluations for reading coaches and Site Assistant
- Assist in gathering stakeholder (reader families, coaches, coaches' families, referring teachers, and principals) feedback via year-end program surveys

Additional school-specific duties or relationships may be defined based on site and program, but will be elaborated at the outset of the program year.

### **ACCOMODATIONS FOR REMOTE LEARNING**

We have recently decided that in light of ongoing pandemic and necessary health precautions, Team Read will again operate virtually in 2021-22. We anticipate some elementary students will join after school activities, but we are unable to pair in-person if spacing and distancing requirements and masks are still required.

While programming is remote:

- Site Coordinators must be able to conduct sessions and attend trainings remotely with the necessary technology and connectivity to do so
- Site Coordinators will need to anticipate helping getting students on-line.
- Site Assistants will be remote, but prepared to support as described above and trouble-shoot technology.
- Some student readers may participate from settings where they must wear masks (e.g., while at after school care providers facilities).
- Site Coordinators may be asked to join meetings with school leaders occasionally which may at some point take place at schools.
- Team Read may try to convene teen coaches and readers periodically (quarterly, at most) in a safe and spaced but in-person environment to reinforce the connections our pairs make on-line, with Site Coordinator participation/oversight.

### **PAY AND EMPLOYMENT REQUIREMENTS**

- Pay for the Team Read Site Coordinator position is \$27.08/hr
- Site Coordinators must have online access to run a tutoring site from 4 – 6:15pm on Mondays/Wednesdays or Tuesday/Thursday from January - June.
- Any candidates applying for the Site Coordinator role with Team Read are required to follow district requirements for hourly employees and show proof of vaccination for COVID-19 to be eligible for this position.

### **HOW TO APPLY**

Send resumé and cover letter, or submit questions, to Team Read Project Coordinator Bill Eisele at [wiesele@seattleschools.org](mailto:wiesele@seattleschools.org). Priority given to applications received by **December 17, 2021**.