

Help Wanted: New Bedford School on Wheels Site Coordinator



SCHOOL
on WHEELS
MASSACHUSETTS

Educate Kids
Empower Families
End Homelessness

Contact:

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The mission of School on Wheels of Massachusetts is to educate children impacted by homelessness by providing academic support and one-on-one mentoring so children can reach their full potential. Our main program is one-on-one tutoring at shelters and schools. We are currently seeking a Site Coordinator at the Harbour House shelter in New Bedford. The Site Coordinator supervises the tutors and students at a particular site, and is the connection among shelter/school staff, children and families, tutors, and School on Wheels staff.

Qualifications:

- College graduate
- Educator with classroom experience

- Spanish speaker preferred
- Excellent organizational and communication skills
- Flexibility and Creativity
- Proficient in Microsoft Excel and Word
- CPR trained preferred

Days/Hours:

- Tuesdays and Thursdays, 6:00-8:00pm
- Tutoring sessions scheduled to begin on Tuesday, October 1, 2013
- Site Coordinators will also be paid for up to 3 hours of prep time each week, as needed

Salary:

- \$15/hour

Required Trainings and Meetings (you will be paid for all meeting and training time):

Site Coordinator Trainings currently scheduled:

- Saturday, August 3, 12:30-4:30pm
- Thursday, August 15, 5:30-8:30pm
- Thursday, August 22, 6-8pm
- Tuesday, August 27, 6-8pm
- Saturday, September 7, 12:30-4:30pm
- Monday, September 9, 6-8pm

Monthly Site Coordinator meetings, currently scheduled through May, 2014:

- Oct, Nov, Jan, Feb, March, May: first Saturday in the month, from 12:30-2:30pm

September, December, April – individual meetings to be scheduled

- Attend School on Wheels Tutor Training

Site Coordinator responsibilities include:

- Supervise students and tutors during designated tutoring times and provide learning resources and support as needed
- Model effective tutoring techniques for tutors
- Familiarity with all student academic information including Teacher Assessments, Report Cards, and IEP Summaries
- Regular communication with tutors about their students, how their tutoring sessions are going, any additional support they might need, etc.
- Regular communication with school partner and/or parents about any issues that arise concerning the program or a particular student
- Send weekly tutoring schedules and reports