

Part-time Site Coordinator Needed in Fall River



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, hotels, learning centers, and schools. We are currently seeking a Site Coordinators for the Roy St. shelter in Fall River. 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
- Excellent organizational and communication skills
- Flexibility and creativity
- Technology proficient

Preferred:

CPR trained

Days and Times:

Mondays and Wednesdays, 5:00-8:15pm*

Tutoring sessions scheduled to begin on Wednesday, October 7

*Site Coordinators will also be paid for up to 3 hours of prep time each week, as needed

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 literacy and math evaluations, 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 SOWMA office, School on Wheels program partners, and students' teachers and parents about any issues that arise concerning the program or a particular student

Weekly tutoring schedules and reports

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

3- hour Tutor Training in August

Total of 12 hours of Site Coordinator training in August

Monthly Site Coordinator meetings, September-June, first Saturday of the month for 2.5 hours

Salary:

\$15/hour

