



School on Wheels

Inspire Learning • Empower Kids • End Homelessness

JOB DESCRIPTION

Position Title: Education Support Coordinator
Reports To:
Date last revised: 6/12/2021
Summary: Provide daily management of the tutoring program at a specific school by working directly with students, tutors, and school staff. Work as an advocate for education, providing academic support for families experiencing homelessness in alignment with McKinney-Vento Legislation.

Key Responsibilities

Program Duties:

- Oversee the School on Wheels programming in assigned school site. This includes intake meetings, determination of programming (tutoring, classroom assistance, curriculum-based programming, etc.), volunteer tutor management, and working with families to achieve educational goals.
- Supervise an on-site Learning Assistant. Ensure the Learning Assistant is engaging with students and working to meet program goals. Provide feedback in an informal manner throughout the school year. Evaluate the work of the Learning Assistant formally, two times per year.
- Serve as the primary point of contact for School on Wheels volunteer tutors engaged at school site. This includes providing on-site tutor orientation, communicating changes in schedules, and promoting School on Wheels events and initiatives.
- Establish and maintain communication with parents, teachers, and partner staff in support of academic achievement. This includes new student enrollment, changes in programming schedule, changes in policies/procedures, and other important information.
- Monitor the effectiveness of programming (including distribution of surveys when required) and make adaptations when necessary to meet individual student's needs or the needs of the school site.
- Ensure programming runs smoothly and follows the established School on Wheels policies, rules and procedures. This includes providing daily support to volunteer tutors, keeping tutoring area organized and conducive to successful tutoring, and maintaining adequate tutor to student ratios.
- Provide daily support to volunteer tutors and to Learning Assistant by arriving early to sites to communicate with and answer questions, by regularly updating the Personal Learning Plan for each student, by providing support for homework or classwork when needed, and by

encouraging the use of provided supplemental activities that are appropriate for each student during tutoring

Administrative Duties:

- Ensure all data (intake forms, volunteer tutor and student attendance, parent meetings, positive messages, etc.) is accurately entered into the appropriate database on a weekly basis. Additionally, student sessions and all other data points from the Learning Assistant must be tracked and entered into the database.
- Complete a detailed weekly report.
- Attend required meetings and events as scheduled (for School on Wheels and assigned school site).

General:

- Represent School on Wheels in a professional manner at all times, providing courteous service to both internal and external constituents, and presenting a positive image of School on Wheels.
- Establish and promote positive communication among all team members of School on Wheels to increase collaboration and reduce inefficiencies.
- Abide by School on Wheels policies and procedures.
- Abide by the site policies and procedures.
- Attend the Education Celebration, the Share the Love Kickoff event, the Volunteer Appreciation event, and any other organization-wide events.
- Complete other duties as assigned.

Availability Requirements

- Must be available to work 30 hours per week
- Must be available for training, meetings, and events presented on the calendar at the beginning of the year
- Daytime and/or after-school availability required during school site hours.

Evaluation of Performance

Performance will be evaluated based on meeting the requirements of the job description; meeting performance metrics and other quality indicators established for this position; working effectively in a team environment; and demonstrating the values of School on Wheels.

Experience, education, degrees, and licenses

Minimum requirements:

- Bachelor Degree.
- Experience working with K-12 students preferred
- Experience working with low-income or homeless families preferred
- Participation in continuing educations programs as requested.