



School on Wheels

Inspire Learning • Empower Kids • End Homelessness

JOB DESCRIPTION

Position Title: Education Support Coordinator-Level II-Shelter based
Reports To: Education Director-Shelter Based Services
Date last revised: 3/15/2021
Summary: Provide daily management of the tutoring hour at a specific site by working directly with students, tutors, parents, and partner 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 School on Wheels programming in assigned site/shelter including intake, tutoring, and working with families to achieve educational goals to overcome barriers to success.
- Serve as the primary point of contact for School on Wheels volunteer tutors engaged at shelter site. This includes providing on-site tutor orientation, communicating changes in schedules, and promoting School on Wheels events.
- Ensure the tutoring hour runs smoothly and follows the established School on Wheels procedures, policies, and rules. This includes maintaining the stock of materials on-site, keeping the tutoring area clean and organized, and maintaining adequate tutor:student ratios through communication with Volunteer Manager and tutors.
- Establish and maintain communication with parents, teachers, and partner staff to support student academic achievement. This includes family intake meeting, creating goals and plan for families as they relate to the education of the child, changes in program schedule, or changes in policies/procedures.
- Provide support to volunteer tutors 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 when needed, and by encouraging the use of provided supplemental activities that are appropriate for each student during tutoring
- Monitor the effectiveness of the tutoring program (including distribution of surveys when required) and make adaptations when necessary to meet individual student's needs or needs of the shelter site.
- Serve as the primary point of contact with site/shelter staff. This includes communicating any changes in the program schedule, any changes in program policy or procedure, adapting the program to any changing needs of the shelter, and communicating concerns about students you're working with, and promoting School on Wheels events and initiatives.

Administrative Duties:

- Ensure that all data (intake form data, goal updates, volunteer and student attendance, parent meetings, school interactions, etc.) is accurately entered in the appropriate database on a weekly basis
- Complete a detailed weekly report
- Communicate appropriate feedback, information, and School on Wheels activities to volunteer tutors by email or phone call.

General:

- Attend required meetings and events as scheduled.
- Establish and promote positive communication among all team members of School on Wheels to increase collaboration and reduce inefficiencies.
- 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.
- Abide by School on Wheels policies and practices.
- Complete other duties as assigned.

Availability Requirements

- Must be available during the determined tutoring hours (including ½ hour before start time & ½ hour after start time) for the specific site
- Must be available to provide 1 hour onsite at the shelter outside of tutoring for an office hour/intakes (if agreed upon by site) and one-on-one meetings with families at case management sites
- Must be available for meetings and events presented on the calendar at the beginning of the tutoring year

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's Degree or equivalent experience in education, human services, or social work
- Experience working with K-12 students preferred
- Experience working with low-income or homeless families preferred
- Participation in continuing educations programs as requested

Together WE Can Break the Cycle

School on Wheels values a diverse and inclusive culture that represents the students, families, and community that we serve. We are committed to providing an environment which encourages, supports, empowers and celebrates the diverse voices of our students, families, volunteers and staff. By embracing different ideas, perspectives, and backgrounds we will continue to cultivate future leaders through education and break the cycle of homelessness in our community.

Inclusion and Collaboration

We believe to break the cycle of homelessness through education, we must create an environment where all people, from all walks of life, are valued and included. When recruiting staff, volunteers, and community partners we welcome and encourage the unique perspectives, life experiences, innovation, and individual differences that shape us through our education, opinions, cultures, age, race, ethnicity, languages, gender identity, sexual orientation, socio-economic status, disability, religion, veteran status, and beliefs. By embracing and valuing the unique qualities of all people, School on Wheels delivers programs and builds networks that contribute to ending homelessness through education.