Job Posting

Tutor Resource Coordinator

Duties & Responsibilities

1. Provide support to tutors in reading and reading comprehension instruction.
2. Plan Tutor Training Workshops preparation and implementation.
3. Order and maintain learning materials and supplies for Reading, Math and ESL tutors.
4. Manage resource and curriculum library.
5. Plan and conduct four ninety minute Tutor Tune-ups during the 2020-21 program year.
6. Provide specialized tutor training for learning disabled students using the Wilson Reading program.
7. Provide support in post-testing learners at the end of the program year.
8. Provide direct tutoring to select learners based on their learning deficits.
9. Represent Siena Literacy Center at professional development functions and write articles for the newsletter.
10. Support LitSoup, NAEHS
11. Provide updates and progress regularly to leadership; suggests program improvements or enhancements as they see fit.
12. Other duties assigned.

Education: Bachelor's Degree in Education or equivalent experience working with tutors. (Required). Masters preferred.
Four years teaching or tutoring experience required, in both an in-person and virtual environment. Two years experience creating and managing educational programming for small group learning. One year experience using Microsoft Office/Outlook, Zoom, WhatsApp.

Ability to ensure a quiet, uninterrupted area for face to face and online learning.
Strong organizational, time management and multitasking skills.
Demonstrated ability to be patient, positive and consistent with tutors and students.
Friendly, approachable demeanor.
Ability to provide constructive feedback utilizing a gentle approach.
Ability to communicate complex information in a format that is easy to understand.
Excellent interpersonal, and communication skills.

Salary Negotiable