STUDENT COORDINATOR JOB DESCRIPTION
Chatham County Literacy Council

TASKS, DUTIES, AND SCOPE OF WORK.
Reports to: Executive Director

Basic Function: Assisting the Executive Director in managing/coordinating literacy volunteers

Contractor agrees to devote no more than 30 hours per week, unless authorized in writing beforehand by the President of CCLC or his or her designee. Contractor may not, without amendment to this agreement, expend more than 1,040 hours within the fiscal year.

Duties and Responsibilities:

Student Management
- Recruits, interviews, administers initial test appraisal to students and works with the Tutor Coordinator to determine tutor placement.
- Obtains completed student application form and records information in Laces.
- completes a CASAS Correlation Worksheet for each student and provides a copy for the tutor.
- Coordinates and conducts orientation and in-service training for students.
- Informs Tutor Coordinator of student needs for instructional materials and concerns/issues with his/her tutoring match; managing student retention.
- Develops and conducts satisfaction survey for students to complete annually.
- Provides follow-up interview to students six weeks after placement and two times per year.
- Manages the laptop reward program: informing Tutor Coordinator of students' long-term goal achievement and eligibility to receive a free laptop; sending a notice to students; organizing and overseeing the basic computer class for eligible students.
- Conducts a follow-up survey, after six months, with students who have completed tutoring services.
- Leads the Student Task Force in monthly meetings.
- Recruits students, with the appropriate literacy level, to participate in the Book Club. Helps the Book Club Leader with monthly reminders and follow-ups.
- Prepares and submits to Executive Director a monthly student report based on LACES data and entry.

Group Tutoring
- Designs and implements group class structures where appropriate.
- Works with CCCC to provide a joint program, if at least 8 students attend a class.
- Works with CCCC to enroll eligible students in their ESL, ABE and GED classes on the Siler City and Pittsboro campuses.

Group Tutoring Continued

- Arranges tutoring space and locations for small groups; putting into place a partnership agreement with the participating facility; informing the facility of changes to tutoring schedule.
- Participates in the Annual Board Meeting and other community events as scheduled.

New students

- Creates the new student application/folder and provides information to Tutor Coordinator.
- Prepares student-related information for tutor trainings.
- Files student folders at the agency office.
- If entry into a class, enrolls student in class and informs lead teacher/tutor and Tutor Coordinator.
- If entry into a student/tutor pair, works with Tutor Coordinator to match that student; arranging tutoring space and location; putting into place a partnership agreement with the participating facility; informing the facility of changes to tutoring schedule.
- Enters student demographic data into the Laces database system.

Data

- Updates and maintains student-related data in Laces; entering student applications, test score results, goals, participation in trainings and survey results.
- Maintains a relationship with CCCC to receive, on a monthly basis, student applications and test score results for students receiving individualized tutoring services.
- Develops and modifies data-gathering documents including, but not limited to: student application form, satisfaction and service completion surveys.
- Develops and conducts a pre- and post-survey with students of literacy-related accomplishments in the community.
- Maintains student files and testing results at the agency office.

Testing

- Administers test appraisal for each new student and determining literacy level.
- Inform Volunteer Testers of new students and test booklet to be used for follow-up test (to be administered after two weeks of tutoring).
- Oversees the administration of tests, by Volunteer Testers, two times per year (Oct/Nov and April/May).
- Completes CASAS-related competency sheet for each test and sends to tutor (to share with student) and copies tutor coordinator.
- Communicates, via text, general test results with student.
- Follows-up with CCCC to receive test results for students enrolled through CCCC and working with a tutor.
- Enters ALL test results into Laces, to include test results for students enrolled at CCCC.

Outreach

- Works with staff to identify community outreach events; completing registration.
- Participates on event committees, as necessary, to help plan and organize.
- Recruits students to help staff event.
- Manages outreach materials.
- Identifies awareness activities and strategies to recruit students.
- Communicates with students about educational opportunities by other agencies.

Service Support

- Participates in annual board meeting.
- Participates in annual Spring for Literacy Luncheon and small fundraising events.
- Works at least 16 hours per week in the CCLC office.