

SCHOLARS IN SERVICE – JOB DESCRIPTION

Reading and Beyond

Reading And Beyond reaches out to families at apartment complexes, shopping centers, schools, and community organizations and conducts educational home-visits.

At Reading And Beyond, children from families with limited education discover their potential as students, and set new limits and expectations for themselves. And parents learn how they can help their children succeed at school even when they feel academically unprepared to help them.

Supervisor: Jesus Galvez
E-Mail: JGalvez@readingandbeyond.org

Job Title: **Assistant Site Coordinator**

Number of Openings: **1**

Must be available Mondays and Wednesdays from 2:30 to 5:30 p.m. OR Tuesdays and Thursdays from 2:00 to 5:30 p.m.

Assisting with the day-to-day operations of Reading and Beyond's community-based sites in El Dorado Park neighborhood and at Hope Lutheran Church. The assistant site coordinator works closely with the site coordinator, volunteers, faith institutions (including, churches), and community-based partners to coordinate day-to day program operations.

- Help ensure that "site target goals" are met: 1) At least 70% of students improve their reading ability by one grade level within 6 months to one year, and 2) The assigned minimum number of students enrolled is maintained.
- Recruiting, training, retaining and supervising volunteers.
- Outreach to prospective families to recruit and enroll students
- Provide a orientation for all students and parents of program expectations and goals.
- Administer pre- and post Development Reading Assessments (DRA) to monitor and track student progress and ensure "site target goals" are being met.
- Lead tutoring sessions with students
- Communicate regularly with parents/guardians regarding student progress and performance.
- Perform other work as assigned.