



Student Success Coordinator (SSC) Westerly Hills Elementary

Augustine Literacy Project - Charlotte (ALP) trains and deploys tutors to conduct interventions with students who are a year or more behind in first or second-grade assessment benchmarks in decoding, encoding, and basic phonological awareness, and would not otherwise have access to tutoring in foundational literacy skills. Our tutors provide free, long-term, one-on-one instruction using research-based methodology.

Purpose

The purpose of the Student Success Coordinator is to manage deployment of volunteer tutors and track progress of students through targeted literacy curriculum.

Overview

As part of ensuring high-quality tutoring sessions and a positive experience for volunteers and school staff, ALP provides a Student Success Coordinator (SSC) for each school site. The SSC is present at their assigned school during tutoring sessions in order to monitor tutor-student interactions. The SSC is also ALP's liaison to the school, streamlining communication with teachers and managing the volunteers. The SSC will build and maintain relationships across various stakeholders: students, tutors, and school staff.

Responsibilities

- Manage and support 20-30 tutors at one school for the ALP tutoring program
- Oversee 50+ students' progress through the ALP curriculum
- Provide small group instruction using ALP curriculum
- Develop and maintain relationships with school stakeholders
- Communicate with school staff regarding student placement, progress, and graduation
- Manage tutor/school schedules and capacity for tutors
- Communicate with tutors, school staff and ALP on a regular, ongoing basis
- Provide ongoing curriculum and lesson delivery support to tutors
- Maintain records of tutors and students
- Attend team meetings and quarterly professional development trainings
- Serve as ALP ambassador within the Charlotte community, school sites, and personal networks

Desired Skills and Background

A person who is successful in this role will have all or most of the skills/background listed below:

- Bachelor's degree
- Minimum of 2 years' experience including, but not limited to, teaching or tutoring
- Experience working with or managing volunteers
- A belief that ALL students can learn and have the potential to perform at or above grade level
- Effective written and verbal communication skills
- Knowledge and respect of public school culture
- Ability/willingness to quickly build expertise in teaching, learning, and assessing
- Interpersonal skills (listening, constructive feedback, empathy) with tutors, students, and school staff
- Strong organizational skills and attention to detail
- Ability to problem-solve student challenges and behaviors
- Experience working in low to moderate socioeconomic communities with elementary-aged students
- Time management (ability to prioritize)

Typical Work Week

This is a paid, part-time, hourly position averaging 10-15 hours per week during the school year. During a typical work week, the SSC will typically work 10-15 hours in-person within a school day schedule. The majority of work hours are designated for tutor support at the assigned school site. The remaining hours will be spent attending ALP meetings, scheduling, communications, and computer work.

*Hours are slightly seasonal, in line with the program calendar. Several weeks in August and May will require up to 25-30 hours per week for scheduling and beginning and end-of-school-year logistics.

To apply: Please submit your resume, cover letter, and professional references to LaShonna Smith, lsmith@alpcharlotte.org.

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