



Job Description

Job Title: Education Services Coordinator – Calhoun/Kalamazoo

Department: Education Services

Status: Full-time, salaried

Supervision: Program Director

Revised: August 2022

Starting Salary Range: \$25,000 - \$35,000

Job Summary

A dynamic position that is responsible for building and maintaining long-term relationships with a variety of parties to support the delivery of specialized tutoring (both paid and volunteer) and parental support. Additionally, the position includes administrative responsibilities such as coordinating the logistics of all student-tutor partnerships and overseeing the delivery of services by all SLD Read tutors.

Essential Functions

- Establish and maintain positive long-term working relationships with students' parents, tutors and tutoring venues, including local schools, libraries, churches and nonprofit partners
- Build relationship with each student's parents to match student to an appropriate tutor, understand student requirements, schedule student/tutor meetings, communicate student progress, and request contract renewals
- Build relationship with each tutor to encourage completion of monthly progress reports, end of term reports, understand tutor's strengths and weaknesses to match to student appropriately
- Collaborate closely and maintain open communication with Education Services and Curriculum & Instruction teams on activities that support tutors
- Communicate to new tutors and ensure understanding of expectations and requirements, including the constant upkeep of student monthly progress reports
- Work with Program Director to pair new tutors with master tutors and arrange internships
- Communicate student and tutor schedules, meeting locations
- Build and update student and tutor files
- Maintain data entry and case management policy and procedures
- Complete various miscellaneous tasks such as determining cost of service on contract renewals and communicating student progress with parents
- Monitor account balances and assist Accounts Receivables with outstanding balances
- Provide tutor orientation to all new tutors
- Assign clearly defined expectations and tasks to tutors
- Assist with communication flow of information between departments and tutors

- Assure all policies and standard operating procedures are followed

Qualifications

- High school diploma or equivalent
- Ability to multi-task and manage multiple projects/tasks at once – set priorities, develop a personal schedule, record goals and track progress
- Excellent oral and written communication skills
- Strong interpersonal skills including ability and motivation to work and interact with a variety of individuals
- Problem solver – able to assess issues and identify their causes, generate solutions and make recommendations/decisions when appropriate
- Team player – able and willing to work with a group of peers
- Attention to detail – read and comprehend information in work-related procedural documents
- Strong record-keeping and documentation abilities
- Strong proficiency with computers
- Ability to travel throughout and familiarity with Calhoun and Kalamazoo counties

SLD Read offers the following benefits to full-time employees who work 33+ hours per week:

- Flexible schedule
- Medical Insurance
- Flexible Spending Plan
- Retirement Plan with Employer Contribution of up to 3% of wages or salary after 90 days
- Paid Time Off (starting at 10 days per year)
- Paid Sick Time (8 days)
- Paid Holidays (Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, week of Spring Break, week between Christmas Eve and New Year's Day)
- Paid Bereavement Days

Contact Mindi Fitzpatrick at msfitzpatrick@sldread.org if you need an accommodation to apply. Send resume and cover letter to msfitzpatrick@sldread.org or SLD Read 5250 Lovers Lane, Suite 100 Portage, MI 49002 no later than Friday September 9, 2022.