

POSITION: Homework Center Coordinator

REPORTS TO: Associate Principal of Academic Affairs

MINIMUM EXPERIENCE/SKILL REQUIREMENTS:

- ETHS Teacher or Staff Member
- Good Organizational skill
- Good Communicator
- Works well with a team

A flat honorarium will be paid for this position in the amount of \$4,500.00

OVERALL JOB DUTIES:

The Homework Center Coordinator manages and directs the daily operation of the Homework Center. The coordinator, along with the AP of Academic Affairs, hires and trains personnel, models positive reinforcement behavior for staff tutors, manages inventory for the Center (books, supplies and materials), oversees timesheet completion & delivery, engages and builds positive relationships with clients (students and parents), problem-solves issues relevant to staff interaction with clients (students and parents), processes protocol for disciplinary issues and assures overall smooth implementation of the Homework Centers objectives on a daily and weekly basis. The Homework Center Coordinator is supervised by the Associate Principal of Academic Affairs, and meets bi-weekly with the AP to keep the AP informed of all issues, problems and concerns.

The Homework Center Coordinator performs the following detailed duties as needed:

- Onsite in the Homework Center during Homework Center operational times. These times for the 2014-2015 school year are Tuesday-Thursday 3:45-5:00pm. The Homework Center will also be open on Mondays from 2:45-4:00pm and will be staffed by Student Success Center personnel during that time. Homework Center operational times may be adjusted as needed in succeeding school years
- Assigns tasks and duties to Homework Center tutors as needed
- Coordinate with Y.O.U. supervisor to ensure collaboration and assistance from Y.O.U. staff
- Coordinate with Y.O.U. supervisor to ensure meeting the needs of Y.O.U. Students
- Fields requests for tutoring support from certified staff and links students to appropriate tutoring staff; monitors progress of tutoring relationships
- Builds and maintains positive relationships with parents, tutoring staff and Y.O.U. staff
- Crafts and maintains protocol for student discipline and insures that the protocol is being followed consistently by all staff tutors

- Conducts staff hiring, training and scheduling as approved by the AP of Academic Affairs
- Manages marketing for Homework Center efforts via school announcements, website blasts, flyers and creating posters and table tents to display behavior and productivity expectations
- Briefs AP of Academic Affairs on all issues regarding Homework Center operations
- Supports staff/tutors in their interactions with students
- Oversees the closing down of the Homework Center at the close of each session
- Ensures the rooms are cleaned up prior to 5 p.m. and all textbooks are returned
- Ensures all staff timesheets are received by AP of Academic Affairs weekly
- Conducts any additional duties as assigned by the AP of Academic Affairs