

Adult Education Tutor Coordinator Job Description

Job Title: Adult Tutor Coordinator (Part-Time-up to 24 hours)

Responsibilities: Recruitment of eligible tutors to teach students needing one on one instruction in Math (includes Algebra & Geometry) Language Arts, Social Studies, Science, calculator and basic computer skills, to prepare adult students to take the 2014 GED computer-based examination or English as a Second Language. The Coordinator is will utilize community contacts and will frequently attend meetings, such as The Rotary, Lions Club and other civic and volunteer organizations to promote CCOIC and seek volunteer tutors. Recruitment should also be directed to local businesses, government and educational entities, as well as, non-profit agencies to find qualified volunteer tutors.

Recruit eligible students to receive tutoring services.

Coordinator is responsible for tutor orientation and training, communication and providing professional development for tutors. Each tutor should help create individual learning plans (ILP) which are based upon student assessment (pre and post TABE testing) the ILP lesson plans must be career pathway contextualized.

Coordinator must become a certified test administrator of TABE and CASAS assessments; administer assessments to prospective students before matching with a tutor.

Meet program performance goals as determined by PA Department of Education (Division of Adult & Post-Secondary Education) and the President & CEO of Chester County OIC.

Performance goals include: number of students served, students meeting required number of tutoring hours, student gains in educational functioning levels, student achievement of employment and retention of employment.

The Tutor Coordinator is responsible for student and program record maintenance, collecting teaching hours from tutors and submitting to Data Administrator, individual student files and reports that may be required by the Data administrator and/or the Program Director

Participate in professional development opportunities – 6 hours mandated per contract year

Contribute to overall program improvement.

The Coordinator is located off-site from main office and is responsible to maintain excellent communications and connections with supervisor and main office.

Minimum requirements:

BA/BS from an accredited U.S. college or university

2 years teaching experience or program management experience (preferably adult education)

Computer literacy and competency in Microsoft Office: Word and Excel

Excellent communication skills

Must have flexibility to maintain some regular evening hours to meet with tutors and students

Comfortable as a public speaker