

## SUMMER TUTORING COORDINATOR

Internal Applicants Only – 5-10 hrs./week

Applications are now being accepted for the Summer Tutoring Coordinator position. Interested candidates should submit an application online. To access the application, please visit [www.hcps.org](http://www.hcps.org) and click on Current Vacancies, which can be found under the About Us banner. Click Apply Online Now. In the search box, type “Site Coordinator.” Click on the position(s) in which you are interested and apply as instructed.

The Summer Tutoring Coordinator will oversee, organize, and implement all aspects of the virtual Summer Tutoring Program.

*These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

### Duties and Responsibilities

- Directs the daily operation of the Summer Tutoring Program;
- Attends all meetings or professional development associated with the identified program;
- Identifies students for the Summer Tutoring Program with assistance from Central Office;
- Coordinates all program activities including recruiting and registering students and helping plan program activities;
- Collaborates with internal personnel including administrators and supervisors for the purpose of implementing and/or maintaining services and programs;
- Maintains confidential electronic files and records for the purpose of documenting activities, providing written references, and meeting mandated requirements;
- Oversees program operations;
- Assists and monitors students and staff during program hours;
- Coordinates after-school staff meetings, parent meetings and staff trainings for the purpose of identifying issues, gaining knowledge, providing information, and/or supporting staff;
- Creates systems to gather data such as attendance and staff time sheets;
- Prepares reports for the HCPS Board of Education and the community;
- Assists in the delivery of presentations to the HCPS Board of Education, community organizations, and parents;
- Responds to inquiries of staff, district personnel, and public and program participants for the purpose of providing information and/or direction as may be required;
- Performs other work-related duties as assigned.

### Requirements

- Must be a tenured teacher within Harford County Public Schools.

- Must hold an Advanced Professional Certificate.
- Able to work flexible hours that will include evening meetings, events, and/or work sessions as needed.
- Demonstrated ability to work with students and staff in a virtual environment.
- Demonstrated ability to develop, plan, and coordinate student programs.
- Demonstrated ability to collaborate with multiple project partners to offer academic and enrichment classes to students and families.
- Demonstrated organizational skills and ability to prioritize work.
- Possess characteristics of an effective teacher.
- Demonstrated planning, organizational, and leadership skills.
- Excellent written and oral communication skills.