



Humility + Consistency + Simplicity

## **SCHOOL COORDINATOR Roles & Responsibilities**

### Scope of Responsibilities

An Education Connection School Coordinator understands and embraces the program philosophy; is a voice of the program, the child, the teacher, and the school. Builds and maintains effective relationships between school and district personnel, students, Literacy Partner Coordinator, and Literacy Partners.

The Education Connection School Coordinator closely coordinates with the Literacy Partner Coordinator at the designated school.

### Primary Responsibilities

- One school year commitment at one campus
- With the Literacy Partner Coordinator, coordinates On-Campus Training/Orientation with:
  - Teachers
  - Students
  - Literacy Partners
  - Front Office Staff
  - Librarians
- Take an active role in sharing information with:
  - Principal
  - Teachers
  - Other school personnel as appropriate
- Create and assign Literacy Partners with students, with Literacy Partner Coordinator assistance
  - Days/Times
  - Grade levels/Teachers
  - Students
- Communicates with Literacy Partner Coordinator
  - Schedule Conflicts/Adjustment
  - Provides success stories
  - Provides pictures and/or video (as needed)
  - School happenings (Fall Fest, Book Fair, teacher appreciation, field trips, testing, etc.)
- Participate in regular meetings with Literacy Partner Coordinator as needed