



Humility + Consistency + Simplicity

LITERACY PARTNER COORDINATOR Roles & Responsibilities

Scope of Responsibilities

An Education Connection Literacy Partner Coordinator understands and embraces the program philosophy; is a voice of the program, Literacy Partners, the child, and the school. Builds and maintains effective working relationships with Literacy Partners, School Coordinator, Teachers, and school personnel. Serves with humility and consistency, while keeping it simple.

The Education Connection Literacy Partner Coordinator reports to the designated Coach. If there isn't a Coach due to district schools onboard, the Literacy Partner Coordinator would report to the District Director. The Education Connection Literacy Partner Coordinator closely coordinates with the School Coordinator at the designated school.

Primary Responsibilities

- One school year commitment at one campus
 - 4-6 Hours per week, depending on season
 - Regular prayer for Literacy Partners, campus, students, families, teachers
- Takes an active role in recruiting, vision casting, training, celebrations, and communication
 - Live and online trainings
 - Campus based orientation/recognition/celebrations
- With the School Coordinator, coordinates On-Campus Orientation with:
 - Literacy Partners
 - Teachers
- Schedule coordination
 - Help create and assign Literacy Partners with School Coordinator
 - Create sub-list/sub process for Literacy Partners for the campus, if applicable
 - Facilitate and participate in annual surveys for program
 - Work with the schools' front desk personnel as needed
 - Semester campus reporting
- Encourage and remain connected to Volunteers throughout the school year. Information to be shared includes:
 - Newsletter that comes from Education Connection Staff
 - When newsletters are distributed this is a reminder for you to send campus specific information to your volunteers (school happenings like Fall Fest, Book Fair, teacher appreciation, field trips, testing, etc.)
 - Success stories/notes of encouragement
 - On-campus pictures
 - Holidays
- Develop a close working relationship with:
 - School Coordinator
 - School Receptionist
 - Other school personnel as needed
- Participate in regular meetings with School Coordinator as needed

Education Connection is an initiative of:

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Education Connection

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If on the Core Team, see Coach Roles & Responsibilities