

Teacher of Organization Job Description

Position Summary

The Teacher of Organization provides operational leadership and administrative support at the school site level. Reporting to the Program Specialist and/or the Chief Programs Officer (CPO), the Teacher of Organization ensures seamless program delivery by managing all organizational needs of the tutoring program. The Teacher of Organization manages operational processes within the assigned school site, supervises tutors, handles student-related administrative tasks, and maintains communication with school administration and families.

Key Responsibilities

Leadership & Supervision

- Cultivate positive interactions and relationships with READ USA partner teachers, READ USA staff, and school district personnel
- Mentor, counsel, supervise, and manage READ USA teen tutors on site
- Maintain professional communication with all personnel inside and outside the tutoring program
- Support READ USA programs as directed by the CPO

Program Operational Management

- Serve as the main point of contact for the READ USA Tutoring Program at the assigned school site
- Maintain open communication with school site administration and with parents/guardians of students enrolled in the program
- Collect and enter all weekly data into the data portal, including student and tutor attendance and Reading Records
- Update and maintain the school site's Master Schedule and send updates to the CPO as needed
- Collect and scan tutor sign-in sheets weekly
- Ensure all policy forms have been completed and signed by each student participating in the program
- Collect and submit signed opt-out forms as required
- Document student incidents according to the READ USA Student Code of Conduct

- Supervise tutors to ensure they maintain professionalism and adhere to READ USA tutor handbook policies and procedures
- Monitor tutor transportation issues and coordinate with the Transportation Coordinator as needed
- Manage inventory and request additional supplies when needed to support the tutoring program
- Provide organizational support to other READ USA teachers at the assigned school site as needed

Qualifications

- Bachelor's degree
- Current teacher certification
- Teaching experience with strong organizational and project management skills
- Excellent verbal and written communication skills with attention to detail
- Ability to build and maintain relationships with diverse stakeholders
- Personal qualities of integrity, credibility, and demonstrated commitment to READ USA's mission
- Personal and reliable transportation to travel to and from the assigned school site

Time Commitment and Service Expectations

- Presence at assigned school site during tutoring hours (Tuesday through Thursday, 3:15 to 6:00 pm)
- Planning and preparation time outside tutoring hours for administrative tasks, data entry, and tutor supervision
- Participation in programmatic meetings and initiatives as directed by the CPO

Reporting Structure

Reports to: Program Specialist and/or Chief Programs Officer (CPO)

Data Management Note

No student or program data is to be taken home or removed from the school site.

Equal Opportunity

READ USA is an equal opportunity employer.