

## TEACHER OF ORGANIZATION JOB DESCRIPTION

Reporting to the Program Specialist and/or Chief Programs Officer (CPO), the Teacher of Organization will be responsible for all operational needs of READ USA's Tutoring Program ensuring seamless program delivery regarding organizational needs. The TO will manage the organizational pieces within the assigned school site.

Additionally, the TO will:

- Manage communications with school administration, parents, and the tutoring program support staff.
- Collect and enter weekly data.
- Scan weekly tutor sign-in sheets.
- Distribute and collect forms from students.
- Handle student discipline.
- Supervise tutors.
- Oversee transportation for tutors at the assigned school site.
- Manage inventory and supply requisitions.
- Oversight of the READ USA aftercare program (if applicable) and deliverables

Alongside the CPO, the TO will help to develop, implement and change rituals/routines and organization-specific best practices to ensure the uniformity and fidelity of the Tutoring Program at the assigned school site.

### Responsibilities

#### *Leadership:*

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

#### *Program Operational Management:*

- **Communication** - The TO will be the main point of contact for the READ USA's Tutoring Program at each school. Maintain open communication with the school site's administration. Communicate with parents/guardians of students enrolled in the program should the need arise. The TO will also attend biweekly zoom meetings with the TOD.
- **Data - NO DATA IS TO BE TAKEN HOME EVER.** The TO is responsible for collecting and entering all weekly data into the data portal for students and tutors. This includes the students' attendance and Reading Records. In addition, the school site's Master Schedule is to be updated and sent to the CPO with any changes.
- **Tutor Sign in Sheets** - Collect and scan tutor sign-in sheets weekly.
- **Forms**
  - Ensure all policy forms have been filled out and signed for each student participating in the READ USA Tutoring Program.
  - Collect any signed opt-out forms. Scan and send to [tutor@readusainc.com](mailto:tutor@readusainc.com).

- **Student Discipline** - in the event of an incident regarding student behavior, the TO will refer to the READ USA Student Code of Conduct to document any incident.
- **Supervise Tutors** - ensure tutors maintain professionalism and are in keeping with the policies and procedures as set forth by the READ USA tutor handbook.
- **Transportation for Tutors** – the TO is notified when there is an issue (traffic, late driver, etc.) with tutor transportation (zTrip/JTA). Tutors should notify the Transportation Coordinator directly when they have issues with transportation.
- **Inventory** – ensure the assigned school site has the materials needed for the tutoring program and notify the program’s support staff when additional supplies are needed at [tutor@readusainc.com](mailto:tutor@readusainc.com).
- Provide support to other READ USA teachers at the assigned school site as needed.

### Qualifications

This is an extraordinary opportunity for an individual with teaching experience, great organizational skills, and a commitment to the READ USA mission. The successful candidate will be responsible for the organizational pieces at one school related to the READ USA’s Tutoring Program, work with the TOD, CTO and/or CEO, and maintain a positive relationship with tutors, teachers, READ USA staff, school site staff, and school district personnel.

Specific requirements include:

- Bachelor’s degree
- Teacher’s certification
- Strong organizational skills
- Strength in communicating with internal and external personnel
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for READ USA mission.
- Personal and reliable transportation to travel to and from the specific assigned school site at which the program is implemented.
- Support this and other READ USA programs as directed by the TOD, CTO, and/or CEO.