

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****LUNCHTIME TUTORING AND HELP CENTER
COORDINATOR****JOB GOAL**

To plan, organize, and communicate the details of the CRHS Lunchtime Tutoring and Help Center.

QUALIFICATIONS

1. Valid N.J. Instructional Certificate.
2. Experience working with students.
3. Valid driver's license.
4. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Assist in the student recruitment/selection process for student tutors.
2. Schedule tutoring sessions for each student in need of tutoring in coordination with administration and the teaching staff and create passes for those students.
3. Coordinate coverage for employee absences.
4. Coordinate, plan and lead training for tutors, both student-volunteer and paid staff.
5. Responsible for identified cohort of students.
6. Maintain effective communications with tutors, teachers, students/parents, and administration at all times.
7. Offer input toward framing program improvement and/or enhancement. Assist with program revisions as needed.
8. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations,
9. Perform such other tasks within the scope of certification as may be required by administration.

ESSENTIAL SKILLS/ABILITIES

1. Leadership, organization, instructional and management skills.
2. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
3. Excellent leadership and organizational skills and the ability to motivate.
4. Knowledge and understanding of program planning and evaluation, effective instructional strategies, and classroom management.
5. Positive people and communication skills.
6. Attention to detail with a focus on thoroughness and quality.
7. High integrity and ethical standards.
8. Knowledge of computer and software programs.
9. Regular attendance.
10. Prolonged periods sitting at a desk and working on a computer.
11. Ability to attend and preside over lectures and meetings.
12. Ability to traverse school facility and grounds.

REPORTS TO

Principal/Chief Academic Officer or their designee.

TERMS OF EMPLOYMENT

Not to exceed 5 hours per week during the regular school year.

EVALUATION

Performance of the job will be evaluated by the Principal/Chief Academic Officer or their designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **January 30, 2025**