



JOB DESCRIPTION

Job Title	Title I Reading Partnership Coordinator
Department	Teaching and Learning
Reports To	Director of Academic Services
Classification	Certified
Location	District Office
Salary	On Schedule
Length of Contract	189 days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Title I Reading Partnership Coordinator Coordinates the Title I Reading Partner Program including recruitment of volunteers, collaboration with district staff, and planning for program activities. This position objectives include studying and implementing research-based curriculum and instruction; providing leadership in the development, articulation, and implementation of the Title I Reading Partnership Program with UW-Eau Claire; improving the program by assisting with program evaluation; and assisting in the coordination of relevant training.

Essential Job Functions

- Recruits, trains, places, and assesses the UW-Eau Claire student Reading Partner Program volunteers.
- Attends Volunteer Days and other appropriate university events on the UW-Eau Claire campus.
- Collaborates with the District's Human Resources department to ensure volunteer background checks are completed.
- Attends student/volunteer first session as needed.
- Meets with volunteers upon request to answer questions and provide guidance.
- Composes letters, flyers, newsletters, handbooks, and other needed materials.
- Maintains accurate records regarding program information, volunteers, and families.
- Collaborates with UW-Eau Claire personnel, media, service clubs, and other community partners.
- Coordinates field experiences for UW-Eau Claire students at Eau Claire Area School District sites supporting Title I programming.
- Communicates with district staff to identify student and family needs.
- Collects and compiles the needed data to evaluate and identify areas for improvement of the Reading Partner Program.
- Maintains the Reading Partner Program resource center by keeping materials current and organized.
- Conducts Kindergarten literacy events in coordination with UW-Eau Claire students.

- Plans/conducts end-of-the-year recognition activity for volunteers, parents, and students.
- Works with the Eau Claire Area School District’s Teaching & Learning Department to document budget expenditures for Title I reporting.
- Attend school literacy events.
- Attends a variety of UW-Eau Claire events and activities.
- Works with community literacy groups as requested.
- Develops, coordinates, monitors, implements, and evaluates the District’s Title I Reading Partnership program.

Ancillary Job Functions

- Works with schools supporting Title I students to develop and implement the Title I Reading Partnership program that meets and exceeds federal and state grants/regulations and aligns with the District’s reading curriculum.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin teaching certification and a minimum three years teaching experience.
- Possession of Wisconsin Reading Teacher license, # 1316.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- N/A

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent writing and public speaking skills.
- Outstanding organizational and planning abilities.
- Strong ability to work effectively with individuals and groups.
- Knowledgeable in the areas of instructional methods and theory.
- Desire to serve as a team player.
- Ability to facilitate groups.
- Outstanding problem solving and conflict resolution skills.
- Excellent leadership skills.
- Ability to develop partnership with the community.
- Understanding of literacy issues facing the community.
- Ability to recruit, train, and supervise a large number of volunteers.
- Ability to communicate with families of diverse backgrounds.
- Ability to maintain confidential information.
- Must be able to travel to multiple locations in compliance with the District driving policy.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to work a flexible schedule including evenings and weekends as required.

- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school/office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May occasionally be required to lift up to 25 pounds when transporting books.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.