

## Homework Center Coordinator

**CLASSIFICATION:** Classified

**IMMEDIATE SUPERVISOR'S TITLE:** Site Administrator

**EVALUATOR'S TITLE:** Site Administrator

**JOB SUMMARY:** Under supervision of the school administration, recruit and assign tutors to students in need of assistance before, during, and after the school day. Coordinate use of the library and other facilities for student access in relation to their needs for assistance.

**ESSENTIAL DUTIES:**

- Recruit tutors from community and school sites
- Develop student and tutor schedule
- Maintain and operate tutorial center during designated times
- Assess students to determine appropriate level of tutorial intervention
- Collect input from teachers on progress of students

**EMPLOYMENT STANDARDS:**

- **Training and Experience** – Ability to organize and schedule times, work with community members, communicate ideas clearly and effectively, adapt to needs of student requests for assistance, and punctuality.
- **Physical Effort/Working Environment** - Indoor work environment; minor lifting and carrying of books and paperwork may be required.
- **Licenses** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - Completion of twelfth grade plus additional training in secretarial skills, technology, and/or library science.
- **Required under No Child Left Behind Act of 2001** – One of the following:
  - Completion of two years of higher education study (48 units), or
  - A.A. or B.A. degree, orPassing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

West Sonoma County Union High School District  
Classified Salary Schedule – Range 29  
Approved: 10/28/2009  
Revised: