

Coordinator Responsibilities

Logistics

- Create meeting schedule with principals
- Create procedure to make sure teachers use Study Buddies appropriately
- Attend one staff meeting per year
- Sustain communications with teachers on a monthly basis.
- Update and check in with site volunteers
- Communicate school breaks and end of program dates

Volunteer-based

- Check in with volunteers
- Schedule and manage volunteers
- Communicate school closings, school holidays, and other school changes
- Perform semester evaluations

Lead Coordinators

- Communicate with Dave
- Hire new coordinators
- Manage and hold coordinators accountable
- Compile data from teacher evaluations
- Incorporate strategic plan
- Establish training and protocols for coordinators

Student Communication

- Organize mid-semester check ins for first time Study Buddies
- Plan orientation
- Marketing and Advertising of Program
- End of Semester Statistics
- Create end of semester evaluations
- Update applications