



JOB DESCRIPTION

Position Title: Tosa Tutoring Coordinator

Department/Location: Recreation Department

Job Classification: Select Employee (Non-Exempt)

Reports to: Recreation Program Coordinator

Supervises: N.A.

Position Summary: The Tosa Tutoring Coordinator engages youth, family and community members as partners: Collaborating with Wauwatosa Student Board Representatives on website maintenance, tutor recruiting and scheduling, program promotion to potential tutees and their parents, and responding to questions from tutors, parents and tutees: All to meet the goal to have tutors find ease and purpose in tutoring, and have tutees experience success through both academic achievement and personal connection.

Qualifications:

- High School Diploma with prior experience, working with and managing young people and/or education preferable
- Evidence of self-motivation, enthusiasm, patience, problem-solving skills and flexibility
- Strong organizational skills, timely response by email, efficient communicator
- Experience with or willingness to learn Google Sites, Signup Genius, and Zoom
- Ability to establish and maintain effective working relationships with colleagues, district personnel, and School Board Student Representatives
- Demonstrated experience of working effectively with parents and children
- Excellent interpersonal skills, including verbal and written communication
- Experience working with diverse populations, a demonstrated ability to be culturally responsive
- Demonstrated initiative and ability to work independently with limited supervision

Essential Job Functions:

- Update and maintain the Tosa Tutoring website
- Update Sign Up Genius tutoring schedules and confirm tutors' availability
- Onboard new tutors and keep track of volunteer hours via Google Forms/Sheets
- Assess and survey the tutors, parents and students tutored to resolve issues that arise
- Research and review possible teaching and assessment resources to be used by tutors
- Seek providers of possible incentives for tutors
- Manage social media platforms to promote the program
- Work with School Board Student Reps and administration to expand program
- Provide information to schools/administration which supports the tutoring program
- Provide ongoing communication with high school tutors, elementary and middle school tutees, as well as parents and administrators.



- Use student data to provide an ongoing review and analysis of all District tutoring needs
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent people
- Become trained to recognize the signs of someone in a mental health crisis with Youth Mental Health First Aid; Question, Persuade, Refer (QPR); or Signs of Suicide (SOS) through Safe Schools.
- Comply with the following requirement: “The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.”
- Perform other duties as may be assigned

Essential Physical/Mental Requirements:

- Possibly work remotely and be available after school hours during school year and flexible hours during summer school
- Perform light physical work, frequently lifting up to ten pounds without assistance in an indoor setting
- Communicate effectively on the telephone and in-person to provide information and assistance
- Move throughout the building and from building to building, including driving a vehicle
- Reach in all directions and bend/stoop to store and retrieve files, use telephone, copier, computer and other office equipment
- Have dexterity and hand/eye coordination necessary to operate a computer keyboard and other office equipment
- Have hearing ability adequate to participate in numerous conversations throughout the day, both in person and over the telephone
- Complete job activities in an environment where background noise and frequent interruptions are the norm
- Maintain concentration and focus on tasks requiring timeliness and accuracy

Physical Requirements:

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed