

UMBC Math Project

Reach Together Tutoring Program for Academic Acceleration

JOB DESCRIPTION - SITE COORDINATOR

Overview

The UMBC Math Project, a part of the Sherman STEM Teacher Scholars Program, promotes equitable math learning and achievement for Baltimore students through extended learning opportunities and continuous improvement professional development for educators. The Reach Together Program (RTP) is a comprehensive academic acceleration math program that combines high-dosage tutoring from UMBC student-tutors with teacher professional development to help all students access and master rigorous, grade-level concepts. In response to the COVID-19 pandemic, there is expanded need for additional resources dedicated to comprehensive academic acceleration in math.

The site coordinator oversees school-based aspects of the UMBC Reach Together Program (RTP). The incumbent plays a critical role in implementing and sustaining a comprehensive academic acceleration tutoring model at selected school sites, focusing on selecting, training, and supervising tutors.

Position Highlights

- Part-time (Monday, Wednesday, & Friday) or Full-Time, 8 hours per day.
- Pay is hourly, \$25/hour
- Bachelor's degree preferred
- Location is Lakeland EMS (2921 Stranden Road, Baltimore)
- Looking to fill position immediately
- Site coordinator must be vaccinated for COVID-19, and must adhere to health and safety protocols of Baltimore City Public Schools

Application

Submit a resume and cover letter to Sara Krauss at skrauss1@umbc.edu.

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Site Coordinator Responsibilities

1. Site Coordinators are on site each day school is open and Math Coaches (tutors) are on site and work 8 hours/day.
2. Site Coordinators work with the Program Administrator to schedule Math Coaches for tutoring sessions with scholars.
3. Site Coordinators reschedule missed sessions (by coach and/or school).
4. Site Coordinators track scholar attendance using the RTTP Attendance Tracker. Attendance is updated during each scheduled coaching session.
5. Site Coordinators monitor Math Coach arrival times and attendance.
6. Site Coordinators observe and provide feedback to support the Session Framework to Math Coaches during tutoring sessions.
7. Site Coordinator supports Program Meetings and Trainings.
8. Site Coordinators maintain an organized and productive learning space. This includes:
 - a. All materials organized using program procedures and site specific information.
 - b. Labeling program materials and/or spaces (cabinets, drawers, materials)
 - c. Using RTTP/UMBC Branding materials as appropriate
 - d. Clean/Organize learning space prior to departure each day
9. Site Coordinators are responsible for setting, monitoring, and modeling program expectations for Math Coaches and scholars (behavior, dress/appearance, minimize distractions) in accordance with Baltimore City Student Code of Conduct.

