



The following help to clarify the job responsibilities of the Program Coordinator.

Oversee the Implementation of the Afterschool and/or Summer Programs

Components:

- Structure the schedule of activities for the Developing Reader Literacy Block, Emergent Reader Literacy Block, and Healthy Choices
- Work with literacy staff to organize children into groups based on grade levels and reading levels
- Work with Healthy Choices Coordinator to organize children into groups based on grade levels
- Support literacy tutors in the planning and implementation of Guided Independent Reading Practice (GIRP) or Read-Aloud, Vocabulary, and Fluency-building activities (RAvFL), and Emergent Reader activities
- Provide feedback to literacy tutors concerning best practices in GIRP, RAvFL, and Emergent Reader components.
- Provide feedback to Healthy Choices Coordinator concerning best practices for physical activity and nutrition education activities.
- Communicate regularly with their Save the Children Program Specialist

Oversee the Implementation of Accelerated Reader™ (AR):

- Work with school librarian to organize the books used for Save the Children programs
- Assist school personnel in the correct use of Renaissance Place products, as needed
- Incorporate one hour of planning time into daily schedule to enter data and prepare for programming
- Incorporate one hour into weekly schedule to access and analyze AR reports
- Address individual children's needs with appropriate staff and devise possible solutions
- Assist school staff in administering STAR testing, if needed
- Administer post-STAR™ test (if their school/program doesn't otherwise do so) for every child in Save the Children in-school and afterschool programs

Engage Families in Programming:

- Complete the Family Engagement Checklist to identify site-specific family engagement focus areas for the program year
- Upload family engagement checklist and activities to partner portal
- Complete an annual Family Engagement Planning Guide to outline specific family engagement practices and activities to be conducted throughout the program year
- Implement site-selected family engagement activities and practices throughout year, as outlined in annual plan; these will vary by site
- Conduct at least two family engagement events during the program year to address key Family Engagement strategies

- Collaborate with school administration and staff to identify areas of alignment between the program and school-wide family engagement practices
- Communicate regularly with Program Specialist regarding family engagement activities
- Conduct the required Family Post-Survey at the end of the program year; send home and actively encourage completion and return of the Family Post-Survey by one parent/caregiver of each family with a child participating in the program
- Submit family engagement data, including Family Post-Survey data and other identified data points, to Save the Children for analysis and review

Oversee the Implementation of In-School Direct Services:

- Work with school personnel to identify struggling readers who would benefit from small group support
- Oversee the implementation of activities such as Guided Independent Reading Practice (GIRP), tutorials, and Emergent Reader modules by Save the children trained literacy tutors
- Support literacy tutors in the planning and implementation of Guided Independent Reading Practice (GIRP), tutorials, and Emergent Reader modules
- Provide feedback to literacy tutors concerning best practices in GIRP, tutorials and Emergent Reader components.
- Implement activities such as Guided Independent Reading Practice (GIRP), tutorials, and Emergent Reader modules where program coordinators must conduct their own rotation in addition to literacy tutors, or where literacy tutors are not available.
- Administer pre- and post-assessments for children participating in Save the Children tutorials

Support Attendance Tracking:

- Record daily program attendance in SCORE
- Make sure children's names in Renaissance Learning™ exactly match the children's names in SCORE

Ensure Child Safeguarding Policies are Followed:

In this role it will be critical to foster an environment that is safe for the children with whom Save the Children is in contact. The duties to ensure this will include:

- Collaborate with Save the Children's Program Specialist to foster an understanding of our child safeguarding and data protection policies through ongoing training and technical assistance.
- Work closely with all program staff to ensure consistent reporting of child safeguarding risks and incidents; strong methodology in the field for managing risks and following reporting protocols; supplying proper documentation in support of incident reports as needed; and collecting data on child safeguarding risks and efforts to mitigate risks in the program environment.

- Make intentional, regular efforts to remain up-to-date on key local and state child-welfare policies and reporting protocols.
- Follow all key local and state child-welfare policies and reporting protocols, as provided by the Program Specialist.
- In association with program training and technical assistance efforts, update/communicate “Keep Children Safe” messaging to volunteers, beneficiaries, and representatives as needed.
- Ensure data protection by collecting consent, maintaining records for designated time period, storing all data in a secure location, and protecting any shared data through encryption or by sharing to a secure location.
- Complete all required Save the Children Child Safeguarding trainings.

Save the Children is committed to conducting its programs and operations in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact. All Save the Children representatives are explicitly prohibited from engaging in any activity that may result in any kind of child abuse. In addition, it is Save the Children’s policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of child abuse. All our representatives are expected to conduct themselves in a manner consistent with this commitment and obligation. Any violations of this policy will be treated as a serious issue.

For Sites with Math Programs:

Oversee the Implementation of the Math Block in the Afterschool and Summer Programs:

- Work with the math tutor(s) to structure the schedule of the math block.
- Work with the math tutor(s) to organize children into groups based on grade/ability levels.
- Support math tutor(s) in the planning and/or implementation of daily lessons and activities provided in the pacing guide during the in-school, afterschool and/or summer programs.
- Provide feedback to math tutor(s) concerning best practices in hands-on learning, math routines, and basic fact fluency.
- Assist with administering the STAR assessments and analyzing the data.
- Address individual children’s needs with appropriate staff and devise possible solutions
- Communicate regularly with their Program Specialist.