

**Federated Church
2400 Sycamore Lane
West Lafayette, IN 47906**

Heads Up Site Director Job Description

Part time position ~ 10-15 hours/week, academic year and summer

To begin May 2017

Pay: TBD

Required: Standard child background check

Required: College degree in education, social work or related field, or appropriate experience

- Supervise and direct twice/week tutoring sessions during school year on site (Country Villa)
 - **Assign tasks to volunteers to help students with academic work**
 - Attendance record; student academic progress documentation
 - Understand milestones for grade level and find appropriate activities
 - Create incentives for at risk students and their parents, resources are available
 - Follow up with teachers of 'at risk students' regularly
- Support parents in parent teacher conferences if necessary
- Present report/semester to Program Director of at risk students and their progress
- Lead a summer program of enrichment, field trips and fun. Suggested topics:
 - Social skills
 - Remedial academic work if possible
 - Computer skills
 - Help for older students applying to college/vocational school; ie. 21st century application

Expectation: Total 10-15 hrs/week,

TTH sessions coinciding with WLSC school calendar and throughout the summer at Country Villa apartments, 3014 Fall Place, West Lafayette

Time 90 minutes 1.5 hours. ie. 3:30-5pm /session

Beyond 3.5 hrs/week of student & volunteer contact, other activities would be:

- Prep time
- Teacher & homework follow up
- Further individual tutoring
- Parental Followup
- Communication w/volunteers
- Documentation & records

If interested please contact: Pauline Shen, Pauline@wildshen.com