

***CLIFFSIDE PARK PUBLIC SCHOOLS  
NOTICE OF VACANCY***

**TO:** All Teaching Staff

**POSITION:** Elementary High Impact Tutoring Coordinator  
(10 hours per week)  
(see attached job description)

**SALARY:** \$40.00/per hour

**QUALIFICATIONS:** NJ DOE Teaching Certification

**EMPLOYMENT:** December 16, 2024 – May 2, 2025

**APPLY TO:** Donna Calabrese  
Assistant Superintendent  
Email: [dbc calabrese@cliffsidepark.edu](mailto:dbc calabrese@cliffsidepark.edu)

**APPLICATION DUE:** December 11, 2024

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**



CLIFFSIDE PARK PUBLIC SCHOOLS

## JOB DESCRIPTION: HIGH IMPACT TUTORING COORDINATOR

**Location:** Oversees Tutoring Program at ALL Elementary Schools

**Start Date:** December 16, 2024 - May 2, 2025

### **Position Overview:**

We are seeking a dynamic and passionate individual to fill the role of a High Impact Tutoring Coordinator. The successful candidate will play a pivotal role managing and overseeing tutoring programs to ensure their effectiveness and smooth operation. The Program Coordinator is responsible for daily planning, implementation and administration of all tutoring responsibilities and staffing.

### **Responsibilities:**

#### **Record Keeping:**

- Responsible for recruitment of eligible students and collection of all required confidential agreements and release forms for participation.
- Collect and maintain accurate records of tutoring sessions, attendance, and student progress.
- Generate reports on program effectiveness and share findings with relevant stakeholders.

#### **Communication:**

- Communicate with students, faculty, and staff to promote tutoring services and encourage participation.
- Maintain regular communication with tutors to address concerns, provide support, and gather feedback.
- Must have a car and willing to travel to elementary schools

#### **Resource Management:**

- Manage tutoring resources, including materials, space, and technology.
- Coordinate the purchase of necessary resources and materials for tutoring sessions.

#### **Student Assessment:**

- Assess the academic needs of students and match them with appropriate tutors.
- Collect and analyze data on tutoring effectiveness, making adjustments as necessary to improve outcomes.

#### **Quality Assurance:**

- Implement and enforce program policies and procedures to maintain a high standard of quality.

### **Qualifications:**

#### **Education:**

- Bachelor's degree in education

#### **Experience:**

- Previous experience in tutoring or academic support services.
- Experience in program coordination or management.

#### **Organizational Skills:**

- Excellent organizational and multitasking abilities.

#### **Interpersonal Skills:**

- Ability to work collaboratively with students, faculty, and staff.

#### **Analytical Skills:**

- Strong analytical and problem-solving skills.

#### **Technology Skills:**

- Proficiency in relevant software and technology used for scheduling, record-keeping, and communication.

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