



**JOB DESCRIPTION**

<b>Job Title</b>	Title I Reading Partnership Coordinator
<b>Department</b>	Teaching and Learning
<b>Reports To</b>	Executive Director of Teaching and Learning
<b>Classification</b>	Hourly Classified
<b>Location</b>	University of Wisconsin Eau Claire
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	On Schedule

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Title I Reading Partnership Coordinator Coordinates the Title I Reading Partner Program including recruitment of volunteers, collaboration with district staff, and planning for program activities.

**Essential Job Functions**

- Recruits, trains, places, and assesses the UW-Eau Claire student Reading Partner Program volunteers.
- Attends Volunteer Days and other appropriate university events on the UW-Eau Claire campus.
- Collaborates with the District’s Human Resources department to ensure volunteer background checks are completed.
- Attends student/volunteer first session as needed.
- Meets with volunteers upon request to answer questions and provide guidance.
- Composes letters, flyers, newsletters, handbooks, and other needed materials.
- Maintains accurate records regarding program information, volunteers, and families.
- Collaborates with UW-Eau Claire personnel, media, service clubs, and other community partners.
- Coordinates field experiences for UW – Eau Claire students at Eau Claire Area School District sites.
- Communicates with district staff to identify student and family needs.
- Collects and compiles the needed data to evaluate and identify areas for improvement of the Reading Partner Program.
- Maintains the Reading Partner Program resource center by keeping materials current and organized.
- Conducts Kindergarten literacy events in coordination with UW-Eau Claire students.
- Plans/conducts end-of-the-year recognition activity for volunteers, parents, and students.

- Works with the Eau Claire Area School District’s Teaching & Learning Department to document budget expenditures for Title I reporting.
- Attend school literacy events.
- Attends a variety of UW-Eau Claire events and activities.
- Works with community literacy groups as requested.

**Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma/GED.
- Associate degree or additional university level coursework.
- Training or work experience in literacy and/or education.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor’s degree in a literacy related field or equivalent.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Effective oral/written communication skills.
- Effective time management and organization skills.
- Ability to work with a variety of audiences.
- Ability to develop partnership with the community.
- Understanding of literacy issues facing the community.
- Ability to recruit, train, and supervise a large number of volunteers.
- Ability to communicate with families of diverse backgrounds.
- Ability to maintain confidential information.
- Must be able to travel to multiple locations in compliance with the District driving policy.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to work a flexible schedule including evenings and weekends as required.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school/office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May occasionally be required to lift up to 25 pounds when transporting books.