



LITERACY PARTNER COORDINATOR Roles & Responsibilities

from church

Scope of Responsibilities

An Education Connection Literacy Partner Coordinator (LPC) is a volunteer role that understands and embraces the program philosophy; is a voice of the program, Literacy Partners (LP), the student, and the school. Builds and maintains effective working relationships with Literacy Partners, School Coordinator (SC), Teachers, and school personnel. Serves with humility and consistency, while keeping it simple.

The Education Connection LPC reports to the designated Coach. If there isn't a Coach due to district schools onboard, the LPC would report to the District Director. The Education Connection LPC closely coordinates with the SC at the designated school.

Primary Responsibilities

- One school year commitment at one campus
 - 4-6 Hours per week, depending on the time of year
 - Regular prayer for Literacy Partners, campus, students, families, teachers
- Takes an active role in recruiting, vision casting, training, celebrations, and communication
 - Fall training
 - Campus based orientation/recognition/celebrations
- With the SC, coordinates On-Campus Training/Orientation with:
 - LP's
 - Teachers
- Schedule coordination
 - Help assign "Approved" Literacy Partners with School Coordinator
 - Create sub-list/sub process for LP's for the campus, if applicable
 - Facilitate and participate in annual surveys of the program
 - Work with the schools' front desk personnel as needed
 - Semester campus reporting
- Encourage and remain connected to Literacy Partners throughout the school year. Information to be shared includes:
 - Success stories/notes of encouragement
 - On-campus pictures
 - School happenings (Fall Fest, Book Fair, teacher appreciation, field trips, testing, etc.)
 - Holidays
- Develop a close working relationship with:
 - SC
 - School Front Desk personnel and other school personnel, as needed
- Participate in regular meetings with School Coordinator as needed

If on the Core Team, see Coach Roles & Responsibilities

Education Connection

...every child reading by the end of 3rd grade

LITERACY PARTNER Roles & Responsibilities

** volunteer readers from church **

Scope of Responsibilities

An Education Connection Literacy Partner (LP) is a volunteer role that understands and embraces the program philosophy while providing consistent, positive support to the assigned students in elementary reading. A LP serves with humility and consistency, while keeping it simple.

The Education Connection LP reports to the Literacy Partner Coordinator (LPC) at the designated school they read in.

Primary Responsibilities

- One school year commitment (October – May)
- Work directly outside the classroom for two 15-minute one-on-one reading sessions
- Work with a minimum of 2 elementary students, can add more students if time permits
- Humility, Consistency, Simplicity

Your Reward

- Personal gratification; because of you...students will gain:
 - Confidence
 - Self-esteem
 - Improved academic skills
- Positive impact on future generations

Detailed Literacy Partner Process

- Commit to 30 minutes per week (October – May)
- 2 sessions of 15 minutes of one-on-one reading
 - Student reads level-book from teacher assignment
 - LP reads from a book of interest or may choose from a crate of social/emotional books provided by the teacher
 - Conversation
- LP's are given school library access
- Video of LP Process: www.vimeo.com/204717159