



Job Description: College Prep Coordinator

Designated sites for college prep:

1. Mondays in Holmen, 2:15-5:45pm (primarily Hmong youth)
2. Tuesdays at UW-L, 5-7:30pm
3. Thursdays at UW-L, 5-7:30pm

The College Prep Coordinator does not need to be present at the sites, but they will need to deliver material to site supervisors/tutors for them to teach the materials. The College Prep Coordinator will work with the Precollege Coordinator in creating curriculum and work closely with site supervisors to ensure they are confident in their ability to teach the materials.

The individual will meet weekly (or bi-weekly) with the Precollege Coordinator. They will assist with administrative tasks such as: the recruiting and training of the UW-L student staff, maintain attendance records for pre-college students and college tutors, assist with all necessary DPI forms, evaluations, and other paperwork associated with the participating students and their progress, participate in a year-end meeting with the Precollege Coordinator and submit a final program report.

Expectations:

1. Develop rapport and be understanding and supportive of students and staff.
2. Provide support and encouragement to students and staff by being aware and empathetic to their personal needs and concerns.
3. Report any infraction of the rules to the Precollege Coordinator, both orally and in a written incident report.
4. Attend and participate in scheduled tutor orientations, preparation meetings and staff meetings as available.
5. Maintain observation notes on students and staff if assigned to you.
6. Facilitate the completion of applications and forms and supervise tests, evaluations/assessments, and inventories as requested.
7. Complete a report at the end of the semester summarizing the status of the site.
8. Maintain regular communication with Precollege Coordinator, Site Supervisors, and tutors working with high school students.

Responsibilities:

1. Provide leadership with the development and implementation of the College Prep curriculum
2. Assist with overseeing staff assignments, room configuration, the weekly schedule, staff and student attendance and other site specific procedural and logistical requirements.
3. Oversee the curriculum structure, along with field trip and volunteer planning connected to college prep
4. Assist with new and returning student orientation – communicate to students the expectations and importance of the college prep sessions
5. Train site supervisors and/or tutors to implement college prep curriculum

6. Report any potentially dangerous issues or specific incidents that occur under your supervision in a timely manner (ASAP in the case of an emergency or a serious incident or the following workday for non-emergency situations.)
7. Schedule and attend one-on-one meetings with the Precollege Coordinator.
8. Assist with other aspects of MARC programs as assigned by Precollege Coordinator.

MARC Programming Dates:

Fall: Week of Oct. 4th-Week of November 29th, 2021

*No tutoring Thanksgiving week

Other Important Dates:

Interviews: Sept 20th-24th, 2021

Orientations: Week of Sept 27th, 2021

Apply Online: https://uwlax.ca1.qualtrics.com/jfe/form/SV_6JZmPjsD9DmZgeq