

# Memo

To: Program Directors  
From: Sarah Childress  
Date: September 21, 2020  
Re: Position Opening

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This position is currently open. Please forward this to your employees.

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**Job Title:** Site Coordinator

**Location:** Grainger County

**Program:** LEAP

**Position Summary:** Oversees and/or manages daily operations at project sites.

**Duties and Responsibilities:**

- Works with County Coordinator to plan activities, recruit volunteers, supervise and train staff and volunteers.
- Acts as liaison between school and project.
- Works cooperatively with regular school staff and lead tutors to obtain information about academic and behavioral needs and progress.
- Requisitions supplies and materials to support activities.
- Collaborates with school teachers to prepare customized learning programs.
- Assists program lead tutors in conducting program services and serves as fill-in staff as needed.
- Coordinates the school year and summer component requirements plan and activities with school personnel, parents and community groups.
- Collects data and continuously monitors progress/improvement.

- Completes monthly reports in a timely manner
- Seeks accurate answers to difficult or complex questions and provides follow-up information in a timely manner as needed.
- Works cooperatively with a wide variety of community service providers in a manner which respects the capacity of all organizations.

**Education Requirements:**

- Minimum of two years' teaching and/or administrative/supervisory position related to the program's goals and objectives.

**Experience and Skills Requirements:**

- Commitment to assisting students and parents achieve their full potential.
- Ability to work with participants, families, and partners of various cultural and ethnic backgrounds, with demonstrated ability to accept, respect, and engage individuals among groups with diverse cultural beliefs and traditions.
- Ability to work effectively with children with physical, developmental or learning disabilities.
- Should also have experience in designing/modifying existing educational curricula and materials to meet unique learning needs of individuals.
- Ability to work effectively with principals, teachers, program staff, volunteers, parents and students.
- Computer literacy is a must. Proficiency in Microsoft Word and Excel helpful.

**Hours and Benefits:** Part-time; Non-exempt

**To Apply:** Send resume to: DCEA Human Resources, Attn: Site Coordinator, P.O. Box 1218, Morristown, TN 37816.