



Society of

St. Vincent de Paul

NORTH TEXAS

3826 Gilbert Ave
Dallas, TX 75219

214 520 0650
www.svdpdallas.org

Job Description: StudyTime Administrative Coordinator

Category: Hourly/Nonexempt Part Time (up to 24 hours/week) or Full Time Nonexempt

Reporting: The position reports to the StudyTime Director

StudyTime is an after-school program for elementary school children in which volunteers (adult, college, and high-school students) mentor grade school children with homework, math, reading and writing skills and social emotional skills. StudyTime has multiple sites in North Texas. Students participating in this program are prepared for and encouraged to apply for area high performance, college preparatory high schools. Students may be eligible to apply for a scholarship to attend one of these area schools. This position ensures high quality instruction and provides a positive learning environment that allows students to develop personal, social and intellectual skills.

Job Summary:

Responsible for overall StudyTime administration of assessments, metrics, and program planning and assist with special events. Support and adhere to StudyTime curricula and lesson plans. Upholds an atmosphere of respect for all facilitators, volunteers, parents, students, and collaborating partners. Maintains Dallas Afterschool requirements for certified afterschool sites. This role involves classroom teaching, tutoring, mentoring, and executing programs. Requires working closely with the management team for efficient organization, effective communication and maintaining efficient documentation. StudyTime Administrative Coordinator duties include responsibility for assigned site(s) daily programming, ensuring high quality instruction, providing respectful, positive learning environment that allows students to develop personal, social and intellectual skills. Incumbent is evaluated 2-4 times a year from an internal and external source.

Duties and Responsibilities:

- Coordinate and manage collection of data and reports. Provide monthly metrics reporting for reading, math, social/emotional and other reports, scheduled or ad hoc, as requested.
- Regularly communicate with the StudyTime Program Director and team regarding program successes and challenges.
- Ability to work cooperatively, collaboratively, and coordinate with multiple groups of people, (StudyTime team, volunteers and students, parents, collaborative partners, social media, and SVdP staff).
- Collaborate with team on effective program planning throughout the year that includes lesson planning, and development of class selections for students, site visits, and events.
- Serve as a liaison with school personnel and community groups to maintain positive public and working relations of program with community partners.
- Maintain classroom schedules and logs, including dates, planned activities and special functions.
- Monitor needs of each site and class adjusting themes and lesson plans as needed to maximize student progress.
- Ensure that student records (report cards) are maintained in an accurate manner.
- Maintain logs of student's strengths and needs, relationships and behaviors to allow for accommodations met per child.
- Document and share with designated persons regarding program activities via video, photos, and recording student success stories.



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- Responsible and/or assist with creating project plans and implementation of (StudyTime, Scholarship, backpack, Christmas).
- Travel off-site meetings, trainings and events.
- Act as Lead or Facilitator in the classroom, ensuring the safety of students of each site and group.
- Maintain classroom equipment, program inventory of supplies, snacks, equipment and furniture and a clean work area at StudyTime sites.
- Follow procedures and AQUA Handbook at performance levels of 3 or higher.
- Regularly communicate with participating families in a way that is comfortable and culturally sensitive to the whole family.
- Support and lead special events that support family engagement.
- Mentor and develop student study skills with special focus on math and reading, writing skills and social emotional skills.
- Welcome students and parents daily to the program.
- Participate in interviews as needed.
- Participate in SVdP trainings, staff meetings, and events held outside of normal StudyTime hours.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Strong leadership skills
- Strong planning skills
- Proficient in multitasking
- maintaining required documentation
- Works well with children, volunteers and adults
- Strong writing, analytical and problem-solving skills
- Time management and general administration skills
- Interpret and analyze educational assessment data
- Strong Computer skills, MS Office skills (Word, Excel, PowerPoint, Outlook, Teams) with particular emphasis on Excel, Salesforce and Google suites (forms and sheets). Social media (Twitter, Instagram, Facebook), Virtual platforms (Zoom) and other PC based tools and programs
- Social Emotional Learning
- Ability to read/write in both English and Spanish

Minimum Requirements:

- CPR and First Aid Certification
- Bachelor's degree in education or related field, or equivalent experience
- Experience working with children ages 5 to 18
- Experience managing adults and volunteers
- Experience creating course curricula
- Experience working with parents on student performance
- Complete annual Safe Environment training and pass a Criminal Background Check
- Bilingual required, English and Spanish
- Reliable Transportation is required, traveling from various Study Time sites.