

# *America Reads School Liaison Job Description*

## **Denison University Alford Center for Service-Learning 2009-2010**

The school liaison program will enhance communication among tutors, teachers, principals, school coordinators, and the Denison coordinator. School liaisons will clarify expectations, provide opportunities for feedback, and solve problems among all constituents. Liaisons will be important leaders in the America Reads program. School liaisons will have duties both on-site at their particular school and on-campus.

### **Responsibilities at the partner school:**

- Serve as the “go-to” person or “lead tutor” at the liaison school. Be a consistent, outgoing presence, sensitive to the individual and diverse needs of the liaison school.
- Currently tutor at the school or have had tutoring experience at the school where he/she will be a liaison.
- Must meet with school's principal and/or coordinator prior to the start of tutoring each semester. Must meet with the principal and/or coordinator, as well as with each teacher who will work with a tutor, at least 2-3 times each semester. These meetings may be brief or longer to discuss tutoring issues. May communicate with school personnel over the phone or e-mail as appropriate.
- May attend teacher staff meetings if determined by school officials.
- Fulfill other duties as requested by school officials.

### **Responsibilities on-campus:**

- Serve as a resource person, troubleshooter, and leader for tutors who work at the liaison school. Help tutors deal with issues including but not limited to tutoring, communication with teachers, and carpool problems.
- Check-in with the liaison school's tutors at the beginning of each semester and at least 2-3 times each semester. A “check-in” is a substantial conversation about tutoring issues in scheduled meetings, conversations at reflection sessions or other events, e-mails, phone calls, etc.
- Join or already be a member of Advisory Board and attend meetings every other week.
- Attend training sessions as required. Meet in a small group with the Denison coordinator and other liaisons every other week. This meeting generally follows Advisory Board meetings
- Lead small groups during training and reflection sessions as requested.
- Fulfill other duties as requested by the Denison coordinator.

This is a paid work-study position requiring approximately 1-2 hours per week in addition to regular tutoring hours. The hours may vary from week to week and from school to school; with busiest times at the beginning of each semester (may be 2-3 hours a week then). The program is open to rising sophomores, juniors, and seniors. Both returning and new tutors are encouraged to apply. Liaisons must have defensive driving or reliable personal transportation. This is a full year commitment. As this is only the second year of the program, it may change as we discern the needs of campus and school. School liaisons will have the opportunity to shape the course and direction of the program.

School liaisons will be selected based on the following criteria: application, interview, history of service with America Reads, and financial aid eligibility. Liaisons will be selected by the Denison coordinator and members of the Advisory Board.

Applications are due Friday, March 27 by 4:00pm to the Center for Service-Learning. Interviews will be held the following week. Liaisons will be notified by Friday, April 3rd. They are expected to attend an off-campus **retreat on Sunday, April 5 from 2-5pm—note and please save the date.** Liaisons must also schedule a meeting with the liaison school and lay the groundwork for the fall semester before they leave campus for the summer.

# America Reads School Liaison Application

Denison University Alford Center for Service-Learning  
2009-2010

Name \_\_\_\_\_ E-mail \_\_\_\_\_ Year \_\_\_\_\_

Box \_\_\_\_\_ Phone \_\_\_\_\_ D number \_\_\_\_\_

Do you have Defensive Driving? Yes No

Do you have reliable personal transportation you are willing to drive for AR? Yes No

Can you make a full year commitment to this program? Yes No Explain \_\_\_\_\_

How many hours a week (in addition to your work as a liaison) would you like to tutor? \_\_\_\_\_

Please list the schools where you have worked/are working. Do you have preferences concerning where you would like to be a school liaison? \_\_\_\_\_

\_\_\_\_\_

Please list your other extra-curricular activities: \_\_\_\_\_

\_\_\_\_\_

Please answer two out of three questions on a separate sheet of paper (300 words or less for each response).

1. What past experiences in America Reads would help contribute to your success as a school liaison? How would these experiences make you a good school liaison?

2. Please identify a problem within the America Reads program. How would you solve this problem?

3. What would you like to accomplish as a school liaison?