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**International Tutoring Services Coordinator**

**Job Title: WA Global Network International Tutoring Services Coordinator**

**Department:** WA Global Network (WAGN)

**Reports To:** Executive Director of WA Global Network

**Classification:** Exempt; 12-month faculty

**Hours**: Variable, part-time; 2-28 hours per week; some work can be done off site

**Benefits:** Applicable per designated classification

**Approved by**: B. Vishanoff

**Prepared Date**: Fall 2018

**Job Summary:** The WA Global Network International Tutoring Services Coordinator must be a spiritually sensitive individual who understands and supports the mission of WA Global Network and the Wheaton Academy international program. This individual is committed to ensuring this vision becomes a reality in the lives of our students by manifesting--by precept and example--the highest Christian virtue and personal decorum, who serves as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40) and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living according to the Wheaton Academy Statement of Faith and the Wheaton Academy ***Guidelines for Christian Living***. The ability to work effectively with various publics (strong people skills) and handle confidential information appropriately is a pre-requisite. This individual must see himself/herself as a project builder, able to find and pull together resources from multiple places to deliver an excellent educational experience to international students. The individual should possess a strong work ethic, enjoy problem solving and collaboration, be able to coordinate multiple schedules, and communicate professionally with students, international parents, and agents.

**Essential Duties and Responsibilities** include the following:

1. Collaborate with Executive Director and WA English Department Head to develop curriculum for a variety of levels of online English instruction.
2. Using the curriculum decided upon, create lessons for the student with the goal of preparing a course of study to be used by other tutor-teachers.
3. Teach the first one or two students to build a model. (Continue teaching new students as desired.)
4. Counsel and train new tutor-teachers and periodically evaluate tutors.
5. Establish tutoring policies and procedures, and ensure communication is accurate and understood.
6. Ensure that all materials and relationships are built based on the mission and values of Wheaton Academy.
7. Coordinate student enrollment and match students with tutors.
8. Ensure that all materials are purchased and sent to registered families.
9. Complete other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Qualifications:**

**Credentials/Experience**

* Master’s degree in English or teaching preferred. Minimum of a Bachelor’s Degree in English, teaching, or related field required
* Experience in private school English department a plus.

**Computer**

* Demonstrates high proficiency in computer technology, including WeChat, Zoom, and Microsoft Office.
* Savvy and comfortable with learning and implementing new technology.

**Coordinating**

* Skilled at networking and making connections with international students and their families.
* Maintains relationships with existing students and ensures service satisfaction.
* Initiates ideas for ways to improve tutoring services.

**Student Counseling**

* Understands sensitivities in working with international school families and students.
* Understands and implements school philosophies in the partnership between home and school.
* Uses assessment results to advise students on areas of needed improvement.

**Administrative**

* Anticipates and proactively completes project tasks.
* Coordinates tutoring services with WA Global Network and WA English Department.
* Translates objectives and goals into a workable plan, delegating appropriately while retaining control.
* Demonstrates excellence in editing and positive tone in e-mails and written communication.

**Scheduling**

* Foresees possible calendar conflicts and takes initiative to adjust events/appointments/meetings as necessary.

**Organization**

* Demonstrates organized, concise thinking and communication.
* Maintains a logical organizational system in order to maintain departmental efficiencies.

**Timeliness**

* Handles a myriad of regular administrative details and additional responsibilities when asked.
* Meets deadlines for parent and student communications and mailings.

**Decision Making**

* Maintains an open mind and participates in team or department decision making and encourages others.
* Builds consensus in making decisions, with limited resources when necessary.
* Exemplifies a manager type who is analytical, innovative, decisive, and tough-minded.

**Multi-Tasking/Independence**

* Works efficiently; is known as a self-starter, sees what needs to be done, and takes the initiative to do it.
* Creates momentum, causing things to happen; is proactive rather than reactive.

**Communication**

* Regularly updates WA Global Network team on progress and process—both positive and negative.
* Comes to WA Global Network Executive Director and English Department Head as problem solvers when problems are observed.
* Keeps confidences when asked about confidential issues and directs the question to the WA Global Network Executive Director.

**Collaboration with Colleagues**

* Establishes relationships that allow employee to help colleagues develop to their full potential.
* Maintains a sensitivity to others’ workload and is willing to step in to assist or refrain from further unnecessary delegation of duties.
* Frequently attends conferences and shares what is learned with colleagues

**Office Climate**

* Exhibits supportive, positive, and reciprocal respect to staff and faculty.
* Is committed to and models a supportive, positive, and caring community where all students are valued regardless of development or cultural norms.

**Versatility**

* Adapts his/her role for the benefit of the WA community.

**Community Influence**

* Is a regular attendee at co-curricular activities.
* Is known in the WA constituency as a positive model of professionalism and integrity.

**Attitude towards School**

* Exudes a positive attitude and love for WA wherever he/she goes.

**Spiritual Formation**

* Has a growing and vibrant relationship with Jesus Christ.
* Demonstrates biblical maturity and serves as a Christian role model.
* Maintains an active participation in a Protestant evangelical church.