

SITE COORDINATOR RESPONSIBILITIES

Tutoring is individualized, supplemental, and standards-based instruction. The outcome of tutoring is student academic progress, encompassing measures of both proficiency and academic gain as stated in §A.R.S. 15-241(K).

Responsibilities

A coordinator's key role includes the organization, implementation, support, and execution of the tutoring program in accordance with the grant requirements. The Site Coordinator will provide support in the areas:

Planning and Organization

- Organizing student groups
- Arranging tutoring schedules
- Coordinating logistics with the tutoring provider
- Preparing for program implementation
- Supporting providers in gathering required documentation

Data Acquisition and Sharing

- Providing initial student data to support tutor planning
- Sharing formal formative assessment results with tutors and providers
- Responding to tutor/provider requests for student information

Communication

Serve as the primary site contact for communication among:

- Tutoring providers
- Site administration
- Parents/guardians
- Classroom teachers
- Tutors

Annual Report

- Provide required data and information for annual program reporting.
- Submit a reflection on program implementation, including successes, challenges, and overall impact.

Compensation

State Tutoring Fund Site Coordinators may receive compensation of up to \$750 per semester (\$1,500 annually) for their coordination services. Site Coordinator invoices may not exceed \$750 per semester, and unused funds may not roll over to the second semester or another fiscal year. Site Coordinators will be paid directly by the Arizona Department of Education and must register as a supplier through the Arizona Department of Administration's Arizona Procurement Portal (APP). Payments will be processed through the Arizona State Procurement Office in accordance with State of Arizona procurement requirements.

SITE COORDINATOR RESPONSIBILITIES

This document must be completed, signed, and dated by each Site Coordinator and submitted with the application package to statetutor@azed.gov.

Site Coordinator Name _____

School/Site _____

District/LEA _____

Tutoring Provider _____

Initial below to acknowledge the Site Coordinator's responsibilities and required tasks:

_____ **Planning and Organization:** Plan and coordinate all aspects of the tutoring program, including student group assignments, scheduling, logistics, implementation preparation, and provider documentation requirements.

_____ **Data Acquisition and Sharing:** Provide initial student data to support tutor planning, share formal formative assessment results with tutors and providers, and respond to tutor and provider requests for student information

_____ **Communication:** Serve as the primary site contact for communication among tutoring providers, site administration, parents and guardians, classroom teachers, and tutors.

_____ **Annual Report:** Provide required data for annual reporting and submit a reflection on program implementation, including successes, challenges, and overall impact.

_____ **Training:** Complete the annual Site Coordinator on-demand training by the communicated due date.

_____ **Compensation:** Register as a supplier in the Arizona Procurement Portal (APP). Submit accurate invoices detailing dates and hours worked by the communicated deadlines. Invoices may not exceed the approved hours, or the funding amount allocated for the semester.

My signature acknowledges that I understand these tasks are critical components of my role as a Site Coordinator and that I am responsible for completing them and fulfilling all related requirements by the established deadlines.

Signature _____

Date _____