

Laureate Learning Center Job Descriptions

To apply for any of these job openings, please visit the following website and fill out all fields:

<https://www.webstudior.com/index.cfm?pageTI=demoContent&sideBar=demo&headerPage=compAnyHeader&id=CAESLAU395#LAUREATE%20LEARNING%20CENTER>

EXECUTIVE ADMINISTRATIVE ASSISTANT

Qualification Profile: Must have at minimum a Bachelors or Masters Degree in one or more of the following areas:

Business Administration, Accounting or related field.

Executive administrative assistant duties include but are not limited to:

- Oversee the entire Data Entry Department and make sure all District paperwork is uniformed, complete and submitted on time.
- Executive Administrator will assign counties to Data Entry Clerks, set-up format and organize all assigned work.
- Executive Administrator will receive all emails and phone calls from Program Managers and tutors and document information and route through appropriate channel.
- Answer office phone at all times in a company friendly manner. (we are a customer service driven company)

- Take all messages and route to appropriate office personal.
- Reconcile all employee on-line timesheets, student attendance verification templates for all districts and email district staff and cc Operations Manager the weekly Progress on students served.

- Do all county invoicing, triple check paperwork, kickback all incomplete or wrong paperwork.

- Understand all aspects of financial retrieval as it relates to Laureate.
- Check on and recover all past due invoices.
- Attend all county meetings to learn billing process for each district or government agency.
- Assist in training and developing new staff.
- Run errands for Operation Manager as needed.
- Create rolodex for all clients having at least three (3) sources of contact for each client.
- Create all new documents as needed.

- Work on all New Projects (ie; Grants, RFP'S etc)
 - Rotate cleaning kitchen and bathroom with Data Entry Clerk.
 - Write daily time line for all duties performed during working hours for all Data entry Staff.
 - Prepare and mail out SES Monthly Progress Reports and ISP to District, School and Parents monthly for every student served.
-

PROGRAM COORDINATOR'S REQUIREMENTS

Must have at minimum of an Associate Degree or Bachelor's in one or more of the following areas: Social Work, Child Development, Early Childhood Education, Elementary Education, Middle/High School Education and/or Business Management or related field of study. All Coordinators must have at least sixty days of financial soundness due to District Invoice turn around. Must be able to communicate with Laureate's Executive Administrator throughout the day or evening on company related issues. Must be able to deliver all company paperwork to Program Manager every week and meet the company's paperwork deadline. Must be able to pass a Nationwide Background check. Must be able to oversee/ manage several tutors in-school or in-home and present invoice paperwork with no errors. Must take total accountability for the assigned tutorial team. Must have a Friendly Customer Service Attitude and be able to problem-solve for the team as it relates to school officials, parents, students and employees. Must be able to attend all company Orientations and in-services must be able to pass the Company's Program Coordinators Exam with a score of 90% or better. Program Coordinator's must be able to attend all extensive on-going corporate trainings.

PROGRAM COORDINATOR'S JOB DESCRIPTION:

Responsibilities include: Must report directly to Program Manager, identify and assist in hiring all tutors, participate in student recruitment in program, contact all parents and create reports for services rendered, make sure all forms and documents are available for tutors, make sure curriculum, food and/or snacks, transportation, email addresses are available for all stakeholders. Program Coordinators must make sure all external paperwork on students and all stakeholders are signed in blue ink. Program Coordinators must make sure all end of the month paperwork is in, in a timely manner. Program Coordinators must be able to work all District Computations formulas for billing and sign off on paperwork before turning it in to the Program Manager. Program Coordinators must be able to answer all questions as it relates to the company, solve all problems and get final approval of decisions from Program Manager. Program Coordinators must make sure that all tutor's email reports on every student tutored by Friday of every week.

Program Coordinators must email district SES Title I Representatives every Friday and cc Laureate's Executive Administrator, as it relates to students served.

PROGRAM MANAGER'S REQUIREMENTS

Must have at minimum of a Certificate, Bachelor's or Master's Degree in one or more of the following areas: Social Work, Child Development, Early Childhood Education, Elementary Education, Middle/High School Education and/or Business Management or related field of study . All Managers must have served in the capacity of Program Coordinator for at least (1) year and have at least sixty days of financial soundness due to District Invoice turn around. Must be able to communicate with Laureate's Executive Administrator throughout the day or evening on company related issues. Must be able to bring all company paperwork to main office every week and meet the company's paperwork deadline. Must be able to pass a Nationwide Background check. Must be able to oversee/ manage several schools at a time and present invoice paperwork with no errors. Must take total accountability for the team. Must have a Friendly Customer Service Attitude and be able to problem-solve for the team as it relates to school officials, parents, students and employees. Must be able to attend all company Orientations and in-services must be able to pass the Company's Program Manager Exam with a score of 90% or better. Program Manager's must be able to attend all extensive on-going corporate trainings.

PROGRAM MANAGER'S JOB DESCRIPTION

Responsibilities include: Student recruitment and retention, ordering all marketing materials and curriculum, collect all company paperwork from Program Coordinators. Program Managers must calculate all billable hours and student ratio for all schools managed. Program Managers must be able to track student progress and generate on-going reports for Laureate's Executive Administrator. Program Managers must oversee day-to-day operations of all Program Coordinators. Program Managers must partner in the hiring process of the employees assigned to their team and provide Professional Development for each employee. Program Managers must attend all federal, state and district meetings for schools served and Maintain Corporate Compliance on all state and federal levels.

DATA ENTRY CLERK

Data Entry Clerk Responsibilities:

All candidates must be proficient in Microsoft Office Suite with an emphasis on Excel. This position requires candidates to be very detail oriented, have excellent customer service skills, and

be able to meet deadlines. There will be a large amount of general office duties such as filing, coping, and document maintenance. Excellent oral and communication skills are a must. Organizational skills will be tested daily and candidates must be able to maintain productivity through time management. All Data Entry Clerks will report directly to the Executive Administrator.

Data Entry Clerk duties include but are not limited to:

- Prepare documents for data entry into database management system daily
 - Log in all pre/post test results to create Individual Student Plans (ISP)
 - Enter SES monthly progress reports and compacts on each student Laureate serves
 - Make and maintain all in office student files
 - Contact all teachers and/or school officials via email to get input for development of ISP
 - Create and maintain list of which students are being served by which tutors
 - Contact parents to follow up tutor visits and maintain positive relationships
 - Schedule all missed students by connecting tutors to unseen students
 - Attend all county meetings to gain knowledge of each districts polices and procedures as it relates to student data
 - Learn all Georgia performance standards and end of course test requirements to develop more efficient student plans
 - Type all attendance verification logs/ daily sign in sheets for each county and school
 - Learn all utilized curriculum and state compliance as it relates to curriculum compliance
 - Coordinate and meet daily time line for all duties performed during work hours
 - Make and maintain all pre-employment packets
 - Assist in new staff training and development as needed
 - Large amount of data entry required
 - Perform general office duties
 - Perform rotational office cleaning duties
-

TUTOR JOB DESCRIPTION - HOURS 16/32 PER WEEK - MON-FRI, SAT ;OPTION

Qualification Profile: Must have a Bachelor's or Master's Degree and/or certification in Discipline of Interest. Must be able to pass a National Background check, Must have at least thirty days of financial soundness due to District Invoice turn around. Tutor must have the ability to assist in student recruitment and implementation of retention strategies.

4.1 Tutor must have in each students file an assessment tool and pre-assessment result for every student served. The name of the assessment tool and a written summary of the results indicating the academic needs of each student clearly documented. The tutor must request, from the LEA all applicable state assessments indicating academic need(s) of each student served.

4.2 Tutor will create an email tree for all students served and email Executive Administrator every Friday , the content of students work , the progress mastered and parental concerns and feedback.

4.2a Tutor must attend all tutor training, staff development and make sure all general student information including name, current grade, and grade level for instructional tutoring is included in file.

4.2b Tutor must make sure a list of content areas in which tutoring is to be provided for each student served. (*ex. Math, reading, etc.*)

4.2c Tutor must make sure a list of **measurable goals and objectives** for each content area served is in all student files.

4.2d Tutors goals must be directly **linked to Georgia GPS**, which are designed to improve CRCT/GHSGT/EOCT scores. Tutor must also write the link with the objective on SES monthly progress report as well as the next month's objective.

4.3 Tutor must follow the projected timeline derived from the ISP objectives to be taught each month that tutorials are provided. The timeline must include an assessment score to indicate mastery of the student's ISP objectives. Mastered objectives must be documented.

4.4 Tutor must implement quality instruction. Quality instruction will be observed by a State and/or LEA approved monitor(s). Indicators of quality instruction include:

4.4a Tutor instruction must be linked to each students ISP, Timeline, and Instructional Planning.

4.4b Student engagement and appropriate feedback are evident.

4.4c Student Instructional **MATERIALS ARE BOTH AGE AND/OR GRADE APPROPRIATE.**

4.5 Tutor must keep in each student's file a monthly progress report for LEA's, Schools, and Parents, indicating at a minimum:

4.5a Date of the progress report 4.5b Goals and Objectives addressed during each tutorial session within the reported month. (4.5c) Concrete assessment results indicating mastery or non-mastery of objectives. (4.5d)Goals and objectives for the next month of tutoring (4.5e) Observation/comments regarding student progress.

4.6 Tutor must maintain a student portfolio containing work samples, student lesson assessments,

tutor feedback, student tutoring schedules, and other applicable information.

4.7 Tutor must keep in each student file a parent communication log where conferences and phone calls are documented on a weekly basis.

4.8 It is the sole responsibility of the Tutor to track your students, you have 10 days after the contract has been signed to serve your (8) students, if this does not happen the students will be referred to **LAUREATE TRAINING CENTERS TASK FORCE**.

4.9 Please have all parents as well as yourself to sign **LAUREATE'S POLICIES and PROCEDURES**

OPERATIONS MANAGER

Full Time

Reports Directly to The Regional Program Manager

Essential Job Functions:

The Operations Manager assists the visionary leadership and provides strategic direction for educational programs offered primarily to major public school districts and ensures that high quality programs are being delivered. This candidate will direct the development and implementation of interpretive educational services and products that will meet the changing needs of the school districts in which the program services. Furthermore, this position requires candidates to be able to attract, develop, and retain competent staff that shares the commitment to the program as well as understand the purpose and mission of the organization. This candidate must possess the ability to perform the duties of the Regional Program Manager as needed in their absence.

Minimum Education and Experience:

- Master's Degree Required; Doctoral Degree preferred; in Education from an Accredited University, Child Psychology, Curriculum and Instruction, Educational Administration & Policy, Communications or related field
- Five years experience managing non-traditional/informal education programs
- Five years experience supervising professional staff
- Fundraising and grant writing experience and successes
- Proven ability in working with school districts, board members, and community

Duties and Responsibilities:

- Oversee day to day operations of Laureate Training Center, Inc

- Facilitate and assist Program Manager's in district operations
- Analyze, monitor, and create all company statistical data
- Develop budgets, action plans, and projects in collaboration with Regional Program Manager
- Responsible for the weekly reporting of all corporate operations provided to the Regional Program Manager via email
- Increase and maintain company financial soundness and viability
- Operate in the capacity of state liaison, maintaining an effective working relationship with all districts, attending board meetings, etc. as deemed necessary
- Provide professional staff development and curriculum enhancement
- Provide leadership for staff and ensure effective personnel management
- Contribute to the performance evaluation of peers
- Evaluate the performance of staff on a regular basis providing feedback for increased effectiveness when needed
- Assist with training and new employee orientation, hiring, and interviewing

Other Skills and Responsibilities:

- Strong communication skills, including presentation, diplomacy and persuasion
- Excellent written and oral communication skills required
- Proven ability to continuously improve program effectiveness, team-building, and employee focused management style
- Successful leadership style, proven conflict resolution skills, and the ability to gain credibility and respect among staff, board, and other key constituents
- Comfortable with making difficult decisions as appropriate and taking the lead
- Demonstrated educational program effectiveness results
- Proficient in current computer software programs, such as Microsoft Office Suite -Word, Excel, Powerpoint, Access, Outlook, etc.

To apply for any of these job openings, please visit the following website and fill out all fields:

<https://www.webstudior.com/index.cfm?pageTl=demoContent&sideBar=demo&headerPage=compAnyHeader&id=CAESLAU395#LAUREATE%20LEARNING%20CENTER>