

Responsibilities of a Project MORE Coordinator

- Complete the Agreement and return it to the Project MORE office when the school decides on the level of participation
- Complete the demographic form and return it to the Project MORE office by the designated date in May
- Make sure that the Reading A-Z license is current for the school year working with up to 36 students for each license
- Attend training(s) to understand how to implement Project MORE
- Recruit and/or organize mentor tutors to work with students one-on-one for 30 minutes 4 times a week
- Train or organize the training for the mentors
- Work with teachers to identify the students that will receive mentoring
- Organize the student tutoring packets using the materials from Reading A-Z/Reading-tutors at each students instructional level
- Keep student packets current for each lesson
- Keep track of the number of mentors and number of mentoring hours so that this information can be included on the demographic form at the end of the year
- Maintain records of student participation in Project MORE (levels, progress, assessments, attendance)
- Provide for mentor recognition, appreciation and support