

Tutoring Project Manager | Example Job Description

Purpose: This sample Job Description provides an overview of what duties and competencies a project manager would need to support planning and delivery of a high-impact tutoring program across multiple sites.

Job Title:

Tutoring Project Manager

Work Location:

Hybrid—remote plus on-site at partner schools/office; onsite minimum 2 days/week
City, State

Salary Range:

[Insert salary range]/year depending on experience and qualifications.

Overview:

[Tutoring Provider Name] aims to provide personalized, evidence-based tutoring that improves learning outcomes for students in need. The tutoring project manager ensures that tutoring initiatives run smoothly and efficiently. Managing operations and logistics frees instructional experts and coaches to focus on teaching quality and student success.

Primary Responsibilities:

1. Vision and Strategy

- a. Articulate and implement the vision and strategy for [Tutoring Provider Name]’s tutoring program, ensuring alignment with the academic goals of partner schools.

2. Program Coordination

- a. Work across departments, including curriculum, student services, and technology, to ensure seamless program implementation.
- b. Create and update project milestones and time frames.

3. Stakeholder Engagement

- a. Communicate with internal and external stakeholders, including school administrators, tutors, and families.
- b. Foster strong relationships with partner schools to promote buy-in and program success.

4. Logistics Management

- a. Oversee scheduling, tutor deployment, and resource allocation to ensure effective service delivery.
- b. Coordinate training sessions for tutors and related personnel.

5. Program Evaluation

- a. Monitor and assess program effectiveness through data collection and analysis.
- b. Present actionable recommendations for continuous improvement based on program insights.

6. Barrier Identification

- a. Identify and address barriers to program implementation and effectiveness, escalating concerns to [Tutoring Provider Name] leadership and partner school leadership when necessary.

7. Task Management

- a. Ensure timely completion of assigned tasks and projects, maintaining accountability for program goals and deliverables.

Preferred Qualifications

- **Educational Background:** Bachelor's degree in education, project management, or a related field.
- **Experience:** Minimum of three years of project management experience, ideally in K–12 education or a related field.
- **Skills:**
 - Data analysis and reporting expertise to drive decision-making.
 - Effective communication and interpersonal skills for engaging with a variety of stakeholders.
 - Proficiency with project management tools and methodologies.
 - Strong organizational and leadership abilities.

Application Process:

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the role. Applications will be accepted until [insert closing date].