

## **L2L School Coordinator – Roles & Responsibilities**

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### **About L2L**

Licensed to Learn Inc. (L2L) is an Ontario-based charitable organization dedicated to empowering children to reach their academic potential through free, peer-led tutoring. Using a curriculum emphasizing youth leadership and personalized support, we train elementary and secondary students as Tutors to provide one-on-one academic help and mentorship to their Peers. Tutors develop leadership skills and self confidence, and in turn, their Peers receive academic support and mentorship from a positive youth role model.

### **L2L School Coordinator Profile**

Every school engaged in L2L programming has a School Coordinator responsible for the program. The School Coordinator plays an instrumental role in initiating the L2L program at a school by identifying the need for the program, leading the selection of Tutors, and matching Tutors with Peers. School Coordinators are often administrators or guidance counselors, but this role is open to anyone on staff at a school. L2L provides reference letters for School Coordinators who would like to include L2L in their leadership portfolio.

The following responsibilities are taken on by the School Coordinator:

- Identify Tutors at the school
- Identify Peers at the school
- Schedule 2-3 Tutor training sessions with the school's Trainer
- Match Tutors and Peers
- Supervise, or arrange for the supervision of tutoring sessions
- Ensure that participating Tutors deliver at least 15 tutoring sessions
- Schedule 3 review meetings for Tutors with the school's Trainer
- Support Tutors on an ongoing basis
- Communicate with the Trainer, school administration, and other faculty about the progress and health of the program
- Provide insights and feedback for the improvement of the program to your school's Trainer
- Lead the process of integrating L2L at the school (i.e. does L2L count towards volunteer hours? Is it part of a credit course? etc.)
- Schedule, plan, and host an end of program celebration