

Education Coordinator Platform Requirements

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Introduction

Purpose

The purpose of this document is to outline the requirements for the development of an education coordinator platform for Enrichly.

Scope

The education coordinator platform will include features for applying and onboarding to the role, creating and managing class schedules, creating and managing student rosters and lesson plans, and participating in a community of fellow education coordinators.

Product Overview

The education coordinator platform will be integrated into the larger Enrichly product ecosystem that includes the student-facing platform and the parent-facing platform.

The education coordinator platform should serve three functions:¹

1. **Recruitment and onboarding** of new education coordinators
2. Support of education coordinators' daily operations, including **scheduling** and learning management
3. Development of an online networking community of education coordinators

Product Description

Target Audience and Goals

Audience	Goal and User Story
People interested in earning money while working with children in non-academic settings. Persona: a former educator in their 30's	Increased salary and sense of purpose. <i>As a former educator, I want to work with kids without the pressure of being a full-time classroom teacher so that I can feel a sense of purpose in my work.</i>
Persona: stay-at-home mother, 30-40 y/o	Earn income while parenting.

¹ bolded features are must haves for MVP

	<i>As a stay-at-home mom, I want to have a flexible, customizable work schedule so that I can earn extra income while still being able to take care of my family.</i>
Persona: aspiring teacher in their 20's	Increased confidence and experience. <i>As a student teacher, I want to gain experience and improve my teaching skills so that I can become an effective and confident teacher in the future.</i>

Success Metrics and KPIs

Goal	Metric
Increase efficiency of hiring	Number of hours spent on hiring and onboarding
Increased impact of programming	Number of coordinators onboarded and working directly with students

Design Constraints

- Colors and branding should complement the existing Learning Management System that is being built for May 1 deadline.
- The platform will use a simple, clean, and modern design, with a focus on user experience.

Functional Requirements: Coordinator Flow

#	User Story Title	User Story Description	Priority (MSCW) ²	Notes
1	Standard user Registration	A user registers an account with Enrichly, separate from federation services.	Must Have	Uses the Django user authentication service.
	Standard User Login	A user logs in using local credentials. (app native)	Must Have	Uses the Django user authentication service.
2	Single Sign On (SSO)	A user wants to log in via Google/Facebook/Apple/etc.	Should Have	The user will have the option to link their account with a federation service such as Google/Facebook/Apple/etc.
3	Event Scheduling	A user can view a list of upcoming events/locations and choose what event/location they want to teach at.	Must Have	A basic list of events must include the school's name, address, and class times. (Optional in the future: Hovering over the address would present location via Google Maps.)
4	Event Location Services	A user can visually see what locations have upcoming events.	Could Have	Points on Google Maps would be placed. Hovering would show details and clicking details would start the booking process
5	Event Registration	A user will be able to confirm attendance for an event via schedule listing or location map.	Must Have	A system where the user confirms that they will be attending this event.
6	Event Cancellation	A user has the option to cancel attendance to a registered event.	Must Have	Users will need the ability to back out of the event if they are unable to attend. 1 week before the event, a user will not be able to cancel without an admin override.

² Must Have / Should Have / Could Have / Won't Have

7	View Events and Schedule	A user can see their daily teaching schedule.	Must Have	Includes travel time between school sites.
8	Job Application	A user wants to apply to become an education coordinator	Must Have	CTA "Become a Coordinator" (this is separate from login flow) Job description, resume upload. Will require different text fields.
9	New Employee Onboarding	A user needs to review onboarding documentation and requirements	Must Have	Transfer all Basecamp documents to this product
10	Student Management	A classroom setting where the user can manage students and monitor progress.	Won't Have	Google Classroom integration
11	Ratings Review	A user can review feedback submitted on their performance by program participants.	Should Have	1-5 star rating and limited character text comments system.

Functional Requirements: Administrator Flow

#	User Story Title	User Story Description	Priority (MSCW) ³	Notes
1	Standard User Registration	An administrator registers an account with Enrichly.	Must Have	
	Standard User Login	An administrator logs in using local credentials.	Must Have	
2	Single Sign On (SSO)	A user wants to log in via Google/Facebook/Apple/ etc.	Should Have	
3	Review Job Applications	An administrator can review and accept job applications.	Must Have	Will be linked to Rippling
4	Event Management	An administrator needs	Must Have	

³ Must Have / Should Have / Could Have / Won't Have

		to be able to input and modify school/session information.		
5	Coordinator Management	An administrator can control Education Coordinators' access to teach sessions.	Must Have	Can be an on/off toggle for each user List view of coordinators including teacher ratings Personality assessment included?
6	View Schedule	An administrator can view list of available/upcoming sessions.	Should Have	Map and list view
7	Training Resources	An administrator can view coordinator progress in training and onboarding resources.	Could Have	Can see how much/long they've been shadowing & probationary period info

Non-Functional Requirements

Performance Requirements

- The platform should load within **XX** seconds.
- The platform should be able to handle up to **XXXX** concurrent users.

Security Requirements

- User data should be securely stored and encrypted.

Compatibility Requirements

- The platform should be compatible with modern web browsers.
- The platform should be mobile-responsive.

Technical Requirements

Hardware Requirements

- The platform will be hosted on **cloud** servers.
- The servers should have at least XX GB of RAM and XX CPU cores.

Software Requirements

- The platform will use a **XXXXXXX** stack.
- The platform will use **XXXXXXXXX** for the front-end.

System Architecture

- The platform will be built using a **XXXXXX** architecture.
- The services will communicate via **XXXXX** APIs.

User Interface Requirements

User Interface Design

- The platform will use a simple, clean, and modern design.
- The design will be consistent across all pages.

User Interaction

- Users should be able to perform actions with minimal clicks and page reloads.

Testing and Quality Assurance

Test Plan

- Unit tests will be written for each service.
- Integration tests will be written for the APIs.

Acceptance Criteria

- All functional requirements of “Must Have” and “Should Have” priority should be met.
- The platform should be bug-free and stable.