

MINNESOTA READING CORPS - POSITION DESCRIPTION

POSITION TITLE	Elementary Literacy Tutor – Educator Corps
REPORTS TO	Program Manager and Internal Coach

POSITION SUMMARY

The Elementary Literacy Tutor – Educator Corps is a current employee (paraprofessional, aid, or other educator with instructional duties) of the service site where they serve. The tutor serves at an elementary school to provide supplemental practice to children in Kindergarten through third grade to develop their reading skills. The tutor will use scripted, evidence-based literacy interventions as guided by their coaches and will conduct assessments to ensure each student is on track to read at grade level. This is an AmeriCorps service member position with the AmeriCorps program, Minnesota Reading Corps.

Essential Functions

Early Literacy Intervention and Assessment

- Conduct one-on-one or paired tutoring sessions with students using scripted, evidence-based literacy interventions provided by Reading Corps; achieve a high degree of fidelity to the scripted interventions.
- Assist children in improving their reading skills and abilities to reach grade level expectations.
- Develop and maintain a weekly tutoring schedule which maximizes the number of students served and allows each child to receive regular reading tutoring sessions using prescribed literacy strategies.
- Assess, with a high level of accuracy, students’ continual progress using tri-annual benchmark assessments and ongoing progress monitoring assessments.
- Assist Coaches in identifying students who qualify for Reading Corps tutoring services by administering standardized assessments and collecting student data.
- Provide complete, accurate, and timely documentation of students’ weekly progress scores and strategies using an online database; maintain confidentiality of all student data.
- Regularly review student data with Coaches to gauge the effectiveness of the literacy strategy being used and determine if a change in strategy is necessary.
- Participate in regular coaching sessions (includes observation of tutor) to review student progress, plan, problem-solve, and set goals; act on constructive feedback from coaching sessions.
- Provide opportunities for family literacy involvement for Reading Corps students, including implementing the Reading Corps family engagement skill practice – “Read at Home!” (RAH!).

Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Communicate regularly and effectively with Coaches, Reading Corps staff, and site personnel.

Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full service term, serving the total commitment of hours within the term.
- Complete required program documentation related to time tracking.
- Complete all required Reading Corps sponsored training sessions, meetings, and coaching sessions, travel as necessary.

Secondary Functions

- Represent Reading Corps at site-sponsored activities (e.g., family night) and provide education about Reading Corps and general literacy awareness. Recruit community volunteers to participate in site-based events or literacy-focused programming.
- Participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable).
- Be an ambassador of the program by submitting Great Stories and participating in outreach activities.

MINIMUM QUALIFICATIONS

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory Reading Corps background checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Must be employed by a Minnesota Reading Corps service site.
- Speak, read, and write English fluently.

Reading Corps will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats.