
POSITION TITLE Lead Tutor
REPORTS TO Program Manager and Internal Coach

POSITION SUMMARY

The Lead Tutor, is a returning member who provides specific, targeted coaching and mentoring to other AmeriCorps Tutors. The Lead Tutor is trained in research-based educational strategies and collaborates with Program Staff, Coaches and Trainers to ensure AmeriCorps tutors are performing with a high level of integrity. This approach further ensures students are on target with academic predictors. In this role, Leads also assist with program initiatives and projects, member training and community engagement activities. This position is an AmeriCorps service member position with the AmeriCorps program,-Reading Corps or Math Corps.

ESSENTIAL FUNCTIONS

Tutoring

- Engage in tutoring interventions at a school site throughout the day. Maintain a caseload equivalent to a full-time tutor in their program. Caseload subject to change based on mentoring needs.
- Assess, with high level of accuracy, child outcomes and progress using benchmark assessments and ongoing progress monitoring.
- In conjunction with Internal Coaches and Coaching Specialists, review assessment data to provide guidance around students who qualify for targeted one-on-one and/or small group tutoring services.
- Provide complete, accurate, and timely documentation of students' progress and interventions using an online database; maintain confidentiality of all student data.
- 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 involvement for students receiving services, including implementing program family engagement interventions as available.

Mentoring and Support

- Provide ongoing in person and virtual mentoring and support to tutor(s) in regards to intervention and assessment delivery to ensure fidelity to the program model.
- Observe members and conduct mentoring sessions, including modeling program assessments and interventions and conducting integrity checks as needed. Provide support and feedback to the Internal Coach and Coaching Specialist regarding program implementation fidelity.
- Provide guidance and support to ensure integrity to the weekly member schedule.
- Support the tutor(s) in implementing family engagement activities.
- Support the tutor(s) in accurately reporting and evaluating student data within the AmeriCorps Program Data Management System.
- Support Program Staff with Service Kick Off and Corps Days throughout the year
- Provide optional support sessions for members throughout the year
- Meet monthly as a lead cohort with Program Staff to discuss mentoring and support needs of members.

Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Build professional relationships and communicate regularly with tutors, Coaches and Coaching Specialists regarding schedules, academic strategies, student progress, etc.

- Act on constructive feedback provided by Internal Coach, Coaching Specialists and Program Staff.
- Regular reporting to the Internal Coach regarding program strategies and assessment fidelity information and checklist
- Provide support via email, video meetings, phone, and during in-person interactions as applicable to all tutors receiving support.

Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to the full service term, serving the total commitment of hours within the term.
- Attend all required AmeriCorps sponsored training sessions, meetings, and coaching sessions; travel as necessary.

Emergency Response

- Assisting with statewide preparedness for, response to, and recovery from disasters which includes supporting schools and communities in disaster relief activities related to COVID-19 closures and social distancing procedures.

SECONDARY FUNCTIONS

- As able, support sites by implementing student tutoring in cases where tutors may be absent for extended periods.
- Represent AmeriCorps at site-sponsored activities, meetings, and other activities (e.g., family night) and provide education about AmeriCorps and general academic awareness.
- Actively participate in planning and supporting special days of service such as 9/11 Day of Service, Martin Luther King, Jr. Day, and AmeriCorps Week (as applicable). These may include evening and/or weekend hours.

MINIMUM QUALIFICATIONS

- Experience serving at least one term as a successful tutor in Reading or Math Corps Programs.
- Must have reliable transportation to travel to multiple agency locations.
- Must be 18 years of age or older by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory AmeriCorps background checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National programs.
- Intermediate-level computer skills, including the ability to navigate online systems, basic data management, set up and use meeting tools such as Google Meet/Zoom and email.
- Strong capacity to be flexible and adaptable to varied circumstances
- Ability to accept, incorporate, and give constructive feedback.

Reading Corps and Math Corps will not discriminate for or against any 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.