

READING CORPS - POSITION DESCRIPTION

POSITION TITLE	Preschool Tutor
REPORTS TO	Program Manager and Internal Coach

POSITION SUMMARY

The Preschool Tutor is embedded into a classroom of children ages 3 – 5 and serves alongside a teacher to develop children’s early literacy and math skills in preparation for Kindergarten. Tutors are trained in research-based early learning intervention/strategies and collaborate with the classroom teaching staff to enhance daily literacy and math opportunities and conduct literacy and math assessments to increase the number of children on target with early reading and math predictors. This is an AmeriCorps service member position with the AmeriCorps program, Reading Corps.

ESSENTIAL FUNCTIONS - *This list is meant to be comprehensive of the duties of the Preschool Tutor. Due to the configuration of the classroom (e.g., multiple AmeriCorps members present) some duties may be divided or shared.*

Early Literacy and Numeracy Instruction and Assessment

- Engage in meaningful and fun literacy and math activities throughout the day, focusing on skills that give children the opportunity to talk, read, count, write, and play.
- Implement elements of the Literacy and Math Rich Schedule, including greeting children at arrival, helping children write their name at sign-in, having back and forth conversations at mealtime, conducting a Repeated Read Aloud in small group settings, journaling, enhancing literacy and math during choice time, leading one on-one and/or small group targeted strategies daily for select children, and leading literacy and math-rich transitions.
- Provide additional support to a minimum of 7 children daily in a one-on-one and/or small group setting using scripted early literacy or early math strategies; achieve a high degree of fidelity to the scripted strategies.
- Assess, with high level of accuracy, child outcomes and progress using tri-annual benchmark assessments and ongoing progress monitoring assessments.
- Identify students who qualify for targeted one-on-one and/or small group Reading Corps tutoring services based on assessment data with direction from the teacher and coaches.
- Provide complete, accurate, and timely documentation of students’ progress scores and strategies 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 literacy and math partnership for Reading Corps children, including implementing the Reading Corps family engagement literacy and math strategy – “Talk, Read, Write, and Count with Me!”

Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Communicate regularly and effectively with coaches, Reading Corps staff, classroom teacher(s), 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.
- Participate in all required Reading Corps sponsored training sessions, meetings, and coaching sessions; travel as necessary.

Emergency Response

- Assist 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

- Represent Reading Corps at site-sponsored activities (e.g., family night) and provide education about Reading Corps and general literacy and math awareness. Recruit community volunteers to participate in site-based events or literacy and math focused programming.
- Attend service projects, as applicable, commemorating September 11, 2001 and Martin Luther King, Jr. Day. These may include evening and/or weekend hours.
- 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 4 or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Basic computer skills, including the ability to navigate online systems and email.

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.