



MINNESOTA READING CORPS - POSITION DESCRIPTION

Position Title: Emerging Educator (PreK)
Reports To: Program Manager and Internal Coach
Last Revised: 04-13-2021

POSITION SUMMARY

The Emerging Educator (PreK) position is part of a small cohort of members who are Reading Corps tutors that are also exploring careers in the field of education as part of their AmeriCorps service. Emerging Educators is an initiative of Reading Corps, created in response to a critical need to build a more diverse education workforce in Minnesota and utilizing AmeriCorps service as a career pathway.

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 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. The position will engage in development opportunities to explore careers in education, and be prepared for a future career as an educator.

This is an AmeriCorps service member position with the AmeriCorps program, Minnesota Reading Corps.

ESSENTIAL FUNCTIONS

1. 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 names 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.



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- 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!”
- Establish positive relationships with students, where students see themselves in their tutor and feel empowered and supported in developing their reading skills.

2. 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.

3. Teacher Pathway Development and Exploration

- Participate in education career exploration workshops/events to explore careers in education.
- Participate in training, workshops, events focused on developing future teachers and educators.
- Meet monthly with the Emerging Educators cohort of members for continuous support, networking, and planning alongside your peers.
- With the support of a Program Navigator, create an individual development plan to articulate goals and meet regularly with the Program Navigator to plan and make incremental progress in achieving goals.
- With the support of a Program Navigator, complete college admission applications, FASFA financial aid forms, or other requirements for higher education if necessary as part of the member’s individual development plan.
- With the support of a Program Navigator, develop a plan for transitioning into a career in education.

4. 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.

5. 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, as needed.

MARGINAL 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.



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- Attend service projects, as applicable, commemorating September 11, 2001 and Martin Luther King, Jr. Day. These may include evening and/or weekend hours.

MINIMUM QUALIFICATIONS

- Strong desire to become an educator.
- Have knowledge of and/or lived experience within the community where the school is located.
- Demonstrated cultural competency that aligns with the school community.
- Ability to connect with elementary-aged students using an asset-based approach.
- 18 years of age or older before your start date.
- High school diploma or its recognized equivalent by your start date.
- Citizen, national, or lawful permanent resident alien of the United States.
- Successfully clear National Service Criminal History checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.

Reading & Math, Inc. 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.