

## READING CORPS - POSITION DESCRIPTION

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<b>POSITION TITLE</b>	Elementary Literacy Tutor
<b>REPORTS TO</b>	Program Manager and Internal Coach

### POSITION SUMMARY

The Elementary Literacy Tutor is placed 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 strategies/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, Reading Corps.

### ESSENTIAL FUNCTIONS

#### Early Literacy Strategies and Assessment

- Conduct one-on-one or paired tutoring sessions with students using scripted, evidence-based literacy strategies provided by Reading Corps; achieve a high degree of fidelity to the scripted strategies.
- 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 daily 20-minute 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.
- Identify students who qualify for Reading Corps tutoring services based on a Reading Corps designed assessment with direction from coaches.
- 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 strategies 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 partnership for Reading Corps students, including implementing the Reading Corps family engagement literacy skills 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.
- 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 awareness. Recruit community volunteers to participate in site-based events or literacy focused programming.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). 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 four 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.