



COLORADO READING CORPS - POSITION DESCRIPTION

POSITION TITLE	Elementary Literacy Tutor
REPORTS TO	Program Coordinator/Manager and Internal Coach
SERVICE LOCATIONS	Positions available in the Denver Metro area and in Larimer County in Northern Colorado

PROGRAM OVERVIEW

Colorado Reading Corps is an AmeriCorps program with the mission of ensuring that all students in Colorado are reading proficiently by the end of third grade. Colorado Reading Corps is replicated from the successful Minnesota Reading Corps.

Nationally, the Reading Corps program is a breakthrough AmeriCorps program that is changing academic outcomes for thousands of students. With more than 1,900 tutors serving in 12 states and Washington D.C., Reading Corps is helping more than 40,000 students each year become successful readers. It combines the power of national service with literacy science to deliver proven approaches that help struggling learners transform into confident students – something that translates into all areas of their lives.

Because Reading Corps tutors are in the schools full-time, they are providing consistent, daily tutoring, which is the reason why this model has a greater impact on student success. Tutors commit to a term of service, and receive rigorous training plus ongoing expert literacy coaching throughout the year. With the use of rich data assessments, they ensure their efforts produce the desired results – helping children achieve grade-level reading proficiency.

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 elementary literacy tutor will use scripted, evidence-based literacy interventions as guided by his or her coaches and will conduct weekly 1-minute assessments to ensure each student is on track to read at grade level. This is an AmeriCorps service member position with the AmeriCorps program, CO Reading Corps.

ESSENTIAL FUNCTIONS

Early Literacy Intervention and Assessment

- Conduct one-on-one 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.
- Provide opportunities for family literacy involvement for Reading Corps students, including implementing the Reading Corps family engagement literacy intervention - Read at Home! (RAH!).
- Develop and maintain a weekly tutoring schedule for students which maximizes the number of students served (approximately 15-18) and allows each child to receive daily 20-minute reading tutoring sessions.
- Identify students who qualify for Reading Corps tutoring services based on a Reading Corps designed assessment with direction from the Internal Coach and Master Coach.
- Assess, with a high level of accuracy, students' continual progress using tri-annual benchmark assessments and ongoing progress monitoring assessments.
- Provide complete, accurate, and timely documentation of students' weekly progress scores and interventions using an online database; maintain confidentiality of all student data.
- Regularly review student data with Internal Coach and Master Coach to gauge the effectiveness of the literacy intervention being used and determine if a change in strategy is necessary.
- Participate in coaching sessions (includes observation of tutor); act on constructive feedback from coaching sessions.

Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Build professional relationships and communicate regularly with classroom teachers, Internal Coach, and the Master Coach regarding student schedules, interventions, student progress, etc.
- Communicate effectively with Reading Corps staff and site personnel.

Attendance

- Regular, timely attendance during school hours Monday-Friday, along with before/after school hours as scheduled.
- Commitment to service for the full service term, serving the total commitment of hours (1720 for tutors starting in the fall, 920 for tutors starting in January) within the term.
- Attend all required Reading Corps-sponsored training sessions, meetings, and coaching sessions, including peer professional development/cluster meetings, and member meet-ups; travel as necessary.

SECONDARY FUNCTIONS

- Attend site-sponsored activities (e.g., family night) and participate in site-sponsored meetings or other activities.
- Attend service projects, as applicable, commemorating September 11, 2001, Martin Luther King, Jr. Day, and Caesar Chavez Day. These may include evening and/or weekend hours.
- Collaborate with cluster group to complete group projects.
- Complete and maintain hours plan to ensure completion of service hours in collaboration with the Internal Coach and Program Staff
- Complete additional tasks as part of an action or professional development plan as assigned by the Internal Coach, Master Coach, or Program Staff

SERVICE CONDITIONS

- The service is performed primarily in a school setting, however, there are a few service days that may be performed under other conditions, such as outside in a park, at a donations sorting center, or in a conference center for training and professional development.

TRAINING REQUIREMENTS

- AmeriCorps Orientation – 8 hours
- Reading Corps Institute – 24 hours over three 8 hour days.
- Reading Corps Data Management System Training – 4 hours over a half day
- Great Leaps Training – 8 hours over 1 day
- ORAA observation and clearance – 1-2 hours
- Mandated Reporter Training – 1 – 3 hours
- Additional training and coaching provided on a monthly basis throughout program year

BENEFITS

- Living allowance of up to \$12,530 pretax for the full service term
- Eli Segal Education Award of \$5,815 for full year, or \$2887.50 for January term
- Federal Loan Forbearance
- Health insurance through the Corps Network
- Childcare assistance through AmeriCorps available (tutor must meet income eligibility requirements)
- Ongoing professional development

MINIMUM QUALIFICATIONS

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service background check.
- Must not have served 4 or more prior terms of service with AmeriCorps.
- Speak, read, and write English fluently.
- Interest in education, specifically helping young children develop early language and literacy skills.
- Dedication to community service.
- Basic computer skills, including the ability to navigate online systems and email.
- Energetic, results-oriented, student-focused style.

- Strong planning and time-management skills.
- Strong capacity to be flexible and adaptable to varied circumstances, paired with a conscientious commitment to adhere to the Reading Corps tutoring model with fidelity.
- Consistent follow-through.
- Ability to accept and incorporate constructive feedback from coaches and program staff.
- Ability to work with diverse personalities.
- Ability to adapt to a sometimes challenging and high-pressure environment.
- Strong personal standards of excellence, ethics, and integrity.
- *Preferred: College degree or equivalent work experience.*

To apply for this opportunity, please submit an application at <https://bit.ly/coread17>. For additional information on the benefits provided and commitment required, please see attachment "Is Reading Corps Right For You" or contact coreadingcorps@unitedwaydenver.org. For additional information regarding Mile High United Way, please visit www.unitedwaydenver.org.

Colorado Reading Corps will not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information, or any other status protected by federal, state or local law. We will endeavor to make reasonable accommodations for otherwise qualified applicants who have disabilities which hinder their ability to complete the application process. Please contact Human Resources at 303.561.2327 (Metro Denver) or at 970.407.7009 (Northern Colorado) to request accommodation.