



ND READING CORPS - POSITION DESCRIPTION

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| POSITION TITLE | Elementary Literacy Tutor |
| REPORTS TO | Program Coordinator/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 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, ND 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 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.
- Attend all required Reading Corps sponsored training and orientation sessions, meetings, and coaching sessions; travel as necessary.
- Reduced Half Time tutors: Complete a minimum of 20 hours per week within a 10-month time period (675 minimum total hrs).
- Quarter Time tutors: Complete a minimum of 15 hours per week within a 10-month time period (450 minimum total hrs).

SECONDARY FUNCTIONS

- Perform assignments and/or duties related to literacy, student support, and school sponsored activities which are assigned by the Internal Coach, Master Coach, or Program Coordinator/Manager, excluding activities that would displace a staff member or that would violate prohibited activities.
- Attend site-sponsored activities (e.g., family night) and participate in site-sponsored meetings or other activities.
- Assist with and participate in a minimum of two Days of Service (community service activities including service projects, events, and volunteer work with elementary schools, nonprofit or community organizations)

- Recruit two individuals to participate in Days of
- Submit at least one Great Story in OnCorps

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.
- Must be able to commit to 10 months of service and AmeriCorps through the end of the school year.
- Physical demands: continually sitting, walking approximately every 20 minutes, talking and hearing in person, vision or close work (focus, frequently stationary standing and crouching).
- Environment: busy school setting with moderate noise.
- Agree to wear AmeriCorps logoed material (provided by Reading Corps) at service site and Reading Corps service activities.

Benefits:

Tutors receive a living allowance. Prior to taxes, the living allowance is approximately \$400(450) or \$600 (675) to be paid once per month. Applicants must take a careful look at their financial situation to determine if they can afford to commit to serve with Reading Corps.

Tutors who successfully complete their term of service will receive an [education award](#) of \$2215.24 (675) or \$1,538.36 (450). The education award can be used to pay back federal student loans, the cost of tuition or other educational purposes. The award has a seven-year expiration period and can be used at any accredited post-secondary school. Please note that the Education Award is considered taxable income in the year that it is used.

Tutors who are 55 or older at the start of their service enjoy an additional benefit. They may choose to transfer their education award to a child, grandchild, or foster child within seven years. The award must be used within ten years of the tutor receiving it.

Reading Corps will not discriminate for or against any AmeriCorps service member or applicant based 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. Reading Corps will provide reasonable accommodations to qualified individuals with disabilities based upon documented need. Reading Corps has an established discrimination complaint process.