



NORTH DAKOTA READING CORPS - POSITION DESCRIPTION

POSITION TITLE	Preschool Educator Corps Literacy Tutor
REPORTS TO	Program Coordinator/Manager and Internal Coach

POSITION SUMMARY

The Preschool Educator Corps Literacy Tutor is embedded into a classroom of children ages 3 – 5 to develop children’s early literacy skills in preparation for Kindergarten, serving alongside a teacher. Tutors are trained in research-based early literacy strategies and collaborate with the classroom teaching staff to enhance daily literacy opportunities and conduct literacy assessments to increase the number of children on target with early reading predictors. Educator Corps Tutors are staff members who are current employees of the host site (i.e. lead teacher, assistant teacher, paraprofessional) who has signed up to do a year of service. They continue to be paid by the organization by which they are employed and are earning hours of service toward an education award to pay college tuition or pay back college loans.

ESSENTIAL FUNCTIONS

Early Literacy Instruction and Assessment

- Provide intentional, meaningful and fun literacy instruction during all parts of the day to improve the early literacy skills of children ages 3 – 5, specifically focusing on early literacy skills that give children the opportunity to talk, read, write, and play every day.
- Enhance the classroom literacy environment, as described in the Early Literacy and Language Classroom Observation (ELLCO), to support the classroom in achieving a “Basic” or better score on the ELLCO by spring.
- Implement elements of the Literacy and Math Rich Schedule, including greeting children at arrival, helping children write their name at sign-in, having “Strive for 5” mealtime conversations, writing a daily message, conducting a Repeated Read Aloud, journaling, enhancing literacy during choice time, leading one-on-one and/or small group targeted interventions daily for at-risk children, and leading literacy-rich transitions.
- Provide targeted early literacy support to a minimum of 5-7 children daily in a one-on-one and/or small group setting using scripted early literacy interventions; achieve a high degree of fidelity to the scripted interventions.
- 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 Internal Coach and Master Coach.
- Record student and program data completely and accurately in an online database on a weekly basis; maintain confidentiality of all student data.
- Participate in on-site coaching sessions (includes observation of tutor) two times per month to review student progress, plan, problem-solve, and set goals; act on constructive feedback from coaching sessions.
- Provide opportunities for family literacy involvement for Reading Corps children, including implementing the Reading Corps family literacy intervention - Talk, Read and Write with Me!

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 schedules, literacy strategies, student progress, etc.
- Communicate effectively with Reading Corps staff and site personnel.

Attendance

- Regular, timely attendance during school hours Monday-Friday.
- Commitment to service for the full service term (August through June), serving the total commitment of hours (1700 or 900 total) within the term.
- Full-time tutors (1700 hours) must serve 39 hours per week August through June. Part-time tutors must serve 30 hours a week August through May.
- Attend all required Reading Corps sponsored training sessions, meetings, and coaching sessions, including Member Meet Ups (when applicable); travel as necessary.

SECONDARY FUNCTIONS

- Support the preschool classroom as assigned by Internal Coach, Master Coach, or Program Coordinator/Manager, excluding activities that would displace a staff member or volunteer.
- 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 or NDRC sponsored activities)
- Recruit one individuals to participate in one Day of Service.

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.*

Benefits:

Educator Corps Tutors: Benefits include an education award of \$5,815 (full-time 1700 hours) and \$2,907.50 (part-time 900 hours) for members who successfully complete their term of service. Educator Corps tutors do not receive the monthly living allowance since they are already staff members of the host site and are receiving a wage or salary for their teaching position.

Education Award Information

The education award can be used to pay back federal student loans, the cost of current tuition or other educational purposes. If a tutor is making payments to a federally-backed education loan, payments can be [put into forbearance](#) during his or her year of service. Upon successful completion of the program, the accrued interest will be paid by the National Service Trust. Tutors will not receive any additional compensation or benefits paid by their host site.

Visit www.ndseec.com/readingcorps for more information and to apply.

Reading Corps is an will not discriminate for or against any AmeriCorps service member or applicant based on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation or political affiliation. Reading Corps will provide reasonable accommodations to qualified individuals with disabilities based upon documented need. Reading Corps has an established discrimination complaint process.