Position Description

Position Title Lead Early Learning Tutor
Program Early Learning Corps
Reports to Program Manager and Internal Coach

Position Summary

The Lead Early Learning Tutor is a returning member who is embedded in 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. In addition to their tutoring role, Lead Tutors provide targeted coaching and mentoring to other AmeriCorps tutors, assist with program initiatives, projects, member training, and community engagement activities. This position is an AmeriCorps service member position with the AmeriCorps program, Early Learning Corps.

Essential Functions- *This list is meant to be comprehensive of the duties of the Lead Early Learning Tutor. Due to the configuration of the classroom (e.g., multiple AmeriCorps members present) some duties may be divided or shared.*

Early Literacy and Numeracy Instruction and Assessment

- Lead and support with meaningful and engaging literacy and math activities throughout the day, focusing on skills that give all children the opportunity to talk, read, count, write, and play.
- Implement Tier I support strategies with all students including greeting children at arrival, helping children write their name at sign-in, having back and forth conversations at mealtime, conducting a high quality read aloud in small group settings, journaling, enhancing literacy and math skills during choice time, leading individual and/or small group targeted strategies daily for select children, and leading transitions that include literacy and math components
- Provide additional skill practice 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 a high level of accuracy, child outcomes and progress using tri-annual benchmark assessments and ongoing progress monitoring assessments.
- Identify students who qualify for one-on-one and/or small group reading or math 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.
- Provide opportunities for family involvement for students including implementing program family engagement interventions as available.

Peer Mentoring and Program Support

- Lead Tutors Provide ongoing in person and virtual mentoring and support to tutor(s) with regard to intervention and assessment delivery to ensure fidelity to the program model.
- Observe members and conduct mentoring sessions, including modeling program assessments and interventions as needed. Provide support and feedback to the Internal Coach and Coaching Specialist regarding program implementation fidelity.

- Provide guidance and support to ensure integrity to the daily member schedule.
- Support the tutor(s) in implementing family engagement activities as applicable.
- Support the tutor(s) in accurately reporting and evaluating student data within the AmeriCorps Program Data Management System.
- Support Program Staff with Service Kick Off and Corps Days throughout the year.
- Actively participate in planning and supporting special days of service such as 9/11 Day of Service, Martin Luther King, Jr. Day, and AmeriCorps Week (as applicable).
- Provide optional support sessions for members throughout the year.
- Meet monthly as a lead cohort with Ampact Staff to discuss mentoring and support needs of members.

Communication

- Foster a welcoming and supportive atmosphere though modeling respectful behavior and communication.
- Communicate regularly and effectively with Ampact staff, and site personnel.
- Build and maintain collaborative relationships with participants, site staff, and Ampact staff, fostering an environment of mutual respect and understanding.
- Record data in online systems in a timely and accurate manner.
- Provide support via email, video meetings, phone, and during in-person interactions as applicable to all tutors receiving support.

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 Ampact sponsored training sessions, meetings, and coaching sessions, travel as necessary.
- Engage in independent service activities as needed to ensure completion of required service hours.

Non-Essential Functions

- As able, support sites by implementing student tutoring in cases where tutors may be absent for extended periods.
- In consultation with the Coaching Specialist and Internal Coach, identify opportunities to maximize impact through push-in classroom support and supplemental academic activities that do not interfere with primary service functions (e.g., tutoring, preparation, data entry) or duplicate site duties.
- Represent AmeriCorps at site-sponsored activities, meetings, and other activities (e.g., family night) and provide education about AmeriCorps and general academic awareness.
- Actively participate in planning and supporting special days of service such as 9/11 Day of Service, Martin Luther King Jr. Day, and AmeriCorps Week (as applicable).

Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to 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 of the United States.
- Must pass mandatory 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.
- Basic computer skills, including the ability to navigate online systems and email.
- Experience serving at least one term of service as a successful tutor in Early Learning, Reading, or Math Corps.

Physical Requirements

- Ampact strives to provide an accessible service environment for all members. Though positions generally require some level of physical activity, Ampact will strive to provide reasonable accommodation upon request.
- Some positions are primarily based in an office or classroom setting and require sitting, standing, and operating a computer and telephone.
- Some positions may require light to moderate lifting, bending, stooping, pulling, kneeling, carrying up to 30-50 lbs., and use of hand tools.

Ampact prohibits all forms of discrimination and harassment based on race, color, national origin, sex, age (40 and over), religion, sexual orientation, disability (mental or physical), political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), military service, or any other category protected by law.

Reasonable accommodation provided upon request. This document is available in alternative formats.