Position Description

Position Title Reading Tutor
Program Reading Corps
Reports to Program Manager and Internal Coach

Position Summary

The Reading 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 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

Literary 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 defined 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.
- 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 receiving services, including implementing program family engagement interventions as available.

Communication

- Foster a welcoming and supportive atmosphere though modeling inclusive and 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.

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

- Participate in one or more site-sponsored activities (e.g., family night) to provide education about Reading Corps and general literacy awareness. Recruit 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).
- 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 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.

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.

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.