Position Description

Position Title Reading Tutor-Teaching in Training Program
Program Reading Corps
Reports to Program Manager, Internal Coach and UMN Supervisor

Position Summary

The Reading Tutor - Teacher in Training is an AmeriCorps member serving with Minnesota Reading Corps while simultaneously pursuing their Master's Degree in Education through the University of Minnesota (UMN) Minnesota Grow Your Own Teacher Program (MNGOT). The Teacher in Training is placed at an elementary school to provide supplemental practice to children in kindergarten through third grade to develop their reading skills. The Teacher in Training 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. The Teacher in Training will also complete 36 Master's level education credits over two years as well as complete all practicum/student teaching requirements provided by UMN.

Essential Functions

Early Literacy Strategies and Assessment Year 1 & 2

- 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 designed assessment with direction from the Internal Coach and Reading Corps Coach.
- 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 Internal Coach and Reading Corps Coach to gauge the effectiveness of the literacy strategies being used and determine if a change in strategy is necessary.
- 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 literacy involvement for Reading Corps students, including implementing the Reading Corps family engagement literacy skills practice.

UMN Teacher in Training Program Year 1 Practicum: Year 1

- Complete 6+ Master's level educational credits of coursework per term for three terms (fall, spring and summer) as required by UMN.
- Engage in the teaching of one short lesson 20–40 minute mini-lesson or small group work.
- Complete weekly "Reflective Running Record" commentary of practicum experiences and utilize feedback provided by the supervisor.
- Fulfill all 100 hours of observations prior to the end of the school year.
- Record all observations hours in the Practicum Log Tracking Form.

UMN Teacher in Training Program Year 2 Student Teaching:

*Program Year 2 is contingent upon successful completion of your first year in the program.

- Complete 6+ Master's level educational credits of course work per term for two terms (fall and spring) as required by UMN.
- Complete 32 weeks of half day student teaching in host classroom at the site which includes:
    - 5-6 weeks of co-planning, student data review and experiencing daily routine as a teacher.
    - 2 weeks of experience as a teacher of record in the host classroom.
    - 3 weeks of observation in non-host classrooms.
    - Complete all UMN requirements including coursework.
- Carry out disposition standards for educators and pass the disposition review.

Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Foster a welcoming and supportive atmosphere though modeling respectful behavior and communication.
- Communicate regularly and effectively with Internal Coach, Reading Corps Coach, Ampact staff, and site personnel.
- Practice effective communication with all UMN advisors, professors, and supervisors.
- Record data in online systems in a timely and accurate manner.

Attendance (standard for all programs)

- Demonstrate regular, timely attendance and adherence to hours as scheduled at assigned Reading Corps service site.
- Commit to service for the full-service term, serving the total commitment of hours within each of the terms and completing all UMN requirements within those two service terms.
- Attend all required Reading Corps and Ampact sponsored training sessions, meetings, and coaching sessions, and required UMN courses, meetings, supervisor sessions. Travel as necessary.
- Actively participate in service projects and commemorating days such as Martin Luther King Jr. Day (as applicable). These may include evening and/or weekend hours.
- Engage in independent service activities as needed to ensure completion of required service hours.

Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must be enrolled at the UMN in the Grow Your Own Teacher Program.
    - Must have a bachelor's degree to enroll in the Grow Your Own Teacher Program.
- 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., 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.