

## POSITION DESCRIPTION

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### Member Position Description

<b>POSITION TITLE</b>	Elementary Literacy Tutor
<b>REPORTS TO</b>	Program Coordinator/Manager and School Internal Coach
<b>SERVICE LOCATIONS</b>	Elementary schools available in Jefferson County School District, Adams 12 School District

### PROGRAM OVERVIEW

Colorado Reading Corps is an AmeriCorps program with the mission of ensuring that all students in Colorado are reading proficiently by the end of third grade. Colorado Reading Corps is replicated from the successful Minnesota Reading Corps.

Nationally, the Reading Corps program is a breakthrough AmeriCorps program that is changing academic outcomes for thousands of students. With more than 1,900 tutors serving in 12 states and Washington D.C., Reading Corps is helping more than 40,000 students each year become successful readers. It combines the power of national service with literacy science to deliver proven approaches that help struggling learners transform into confident students – something that translates into all areas of their lives.

Because Reading Corps tutors are in the schools full-time, they are providing consistent, daily tutoring, which is the reason why this model has a greater impact on student success. Tutors commit to a term of service, and receive rigorous training plus ongoing expert literacy coaching throughout the year. With the use of rich data assessments, they ensure their efforts produce the desired results – helping children achieve grade-level reading proficiency.

### POSITION SUMMARY

An Elementary Literacy Tutor serves one-on-one with students (kindergarten through third grade) who need assistance with learning to read. The tutor will use scripted Reading Corps literacy interventions and conduct assessments to ensure students are on track to read at grade level. Tutors in this position will serve alongside school staff, teachers and coaches, setting tutoring schedules, maintaining consistent tutoring fidelity, and recording the progress of individual students by entering assessment data into an online database. Elementary Literacy Tutors will achieve Reading Corps and AmeriCorps requirements with guidance from Colorado Reading Corps Program Staff. Tutors must maintain confidentiality of all student records and test scores. The Elementary Literacy Tutor must also abide by the code of conduct of the school where they are placed. Tutors are provided with ongoing feedback and coaching from an Internal Coach, Master Coach and Program Coordinator/Manager.

### 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 to allow for approximately 15 – 20 children
- 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 and after school hours as scheduled.
- Service for a full school year, August through June.
- Attend all required Reading Corps sponsored training sessions, meetings, and coaching sessions, including Cluster meetings (peer professional development groups) and travel as necessary.
- Full-time tutors: Complete a minimum of 40 hours per week within an 11-month time period (1720 total hrs) or 920 hours within a 6 month period (Half term tutors).

#### **SECONDARY FUNCTIONS**

- Perform assignments and/or duties as assigned by Internal Coach, Master Coach, or Program Coordinator/Manager, within the programs scope of work, excluding activities that would displace a staff member
- Attend site-sponsored activities (e.g., family night, book fairs, etc.) and participate in site-sponsored meetings or other activities.

#### **MINIMUM QUALIFICATIONS**

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or a GED 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 State and National Programs
- 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 check and respond to email daily.
- Analytical aptitude to gather, input and analyze data with attention to detail.
- Energetic, results-oriented, student-focused style, coupled with 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 model with fidelity; consistent follow-through.
- Ability to accept and incorporate constructive feedback from coaches and program staff.
- Ability to collaborate with diverse personalities.
- Ability to adapt to a sometimes challenging and high-pressure environment.
- Strong personal standards of excellence, ethics, and integrity.
- Up to 5% travel required for group training sessions and Reading Corps Institute.
- Able to commit to 11 months (August term full time) or 6 months (January term full time)
- *Preferred: College degree or equivalent work experience.*

#### **SERVICE CONDITIONS**

- The service is performed primarily in a school setting, however, there are a few service days that may be performed under other conditions, such as outside in a park, at a donations sorting center, or in a conference center for training and professional development.

#### **TRAINING REQUIREMENTS**

- AmeriCorps Orientation – 8 hours



- Reading Corps Institute – 24 hours over three 8 hour days.
- Reading Corps Data Management System Training – 4 hours over a half day
- Great Leaps Training – 8 hours over 1 day
- ORAA observation and clearance – 1-2 hours
- Mandated Reporter Training – 1 – 3 hours
- Additional training and coaching provided on a monthly basis throughout program year

**BENEFITS**

- Biweekly living allowance of \$522 pretax
- Eli Segal Education Award of \$2887.50 for January term
- Federal Loan Forbearance
- Health insurance through the Corps Network
- Childcare assistance through AmeriCorps available (tutor must meet income eligibility requirements)
- Ongoing professional development

To apply for this opportunity, please submit an application at <https://bit.ly/coread16>. For additional information on the benefits provided and commitment required, please see attachment “Is Reading Corps Right For You” or contact [coreadingcorps@unitedwaydenver.org](mailto:coreadingcorps@unitedwaydenver.org). For additional information regarding Mile High United Way, please visit [www.unitedwaydenver.org](http://www.unitedwaydenver.org).

**Physical and Sensory Factors: Indicate the frequency this position requires the following in a typical school day.**

Physical	Rarely (<1/2 hr)	Occasionally (1/2 – 2 ½ hrs)	Frequently (2 ½ - 5 ½ hrs)	Continually (5 ½ - 8 hrs)	Comments
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	With movement every 20 minutes
Stationary standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to be mobile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Crouching (bend at knees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling/crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stooping (bend at waist)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting (knees/waist/neck)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turn/pivot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching overhead (extension)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grasping/pinching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Sensory	Rarely (<1/2 hr)	Occasionally (1/2 – 2 ½ hrs)	Frequently (2 ½ - 5 ½ hrs)	Continually (5 ½ - 8 hrs)	Comments
Talking in person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Talking on telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing in person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Hearing on telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vision or close work (focus)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Distance/Depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Distinguishing color	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise	<input type="checkbox"/> Quiet	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Loud	<input type="checkbox"/> Very Loud	Can vary by site



## **MORE ABOUT THE POSITION - IS READING CORPS RIGHT FOR YOU?**

Colorado Reading Corps Half Year 2016-17

### **What We'll Ask of You**

#### **Commit to 6 months**

After we select and train a Reading Corps Tutor, we rely on that member for the whole service term – no substitutes or replacements. Our service year runs from January 3, 2016-June 30, 2017.

#### **Serve 920 hours**

Members serve at least 40 hours per week for a minimum **total of 920 hours**. The majority of these hours are accrued during typical school-day hours. The balance of the hours would be served in before- or after-school programming and community-based service opportunities (e.g. supporting a library literacy initiative).

#### **Serve daily in a school setting**

Tutors implement the Reading Corps model with fidelity, which includes meeting with their students every day of the school week during (and sometimes beyond) normal school hours. Your schedule must be consistent throughout the year so that the student tutoring schedule is consistent. Tutors also participate in after-school activities and some evening school functions to fill out the balance of a full-time schedule and meet the minimum number of service hours.

#### **Participate in professional training**

If you are accepted into the program, you will attend required training sessions. We explain below under “What You’ll Gain” how our training model sets us apart, and why we aren’t shy about making it a requirement. The initial training, called Reading Corps Institute, will be 5 days in August and cover everything you will need to know in order to get started at your school. Additional required and optional full-day trainings throughout the year will continue to build your skills.

#### **Engage in your community**

Reading Corps tutors spend their year viewing their community through the lens of service. They seize opportunities to be involved with community-based service activities, such as serving at a library and getting involved on the Martin Luther King Jr. Day of Service. Occasional weekend or evening service may be necessary.

### **What You'll Gain**

#### **Training, coaching, and experience in research-based literacy strategies**

Our training is one of many things that make our program powerful. Reading Corps tutors receive training from well-respected literacy experts. They provide the knowledge and tools tutors need to be effective and confident in their ability to help children grow their literacy skills. Each tutor is also assigned an Internal Coach at their school to provide ongoing and individual support throughout the year. The literacy strategies used by Reading Corps are based entirely on research and are proven to be effective.

#### **Professional skill-building & networks**

We invest so much in our tutors because they are each given real responsibility in their school. For those tutors who are pursuing or continuing an education career, the hands-on experience and literacy



training offer an invaluable stepping stone. Tutors collaborate with on-site staff who can offer insight and a “foot in the door” in the field. For tutors not pursuing an education career, being part of Reading Corps provides professional experience and skills, along with adding the impressive AmeriCorps name to their résumés.

### **Living allowance**

Members receive a living allowance. Prior to taxes, the living allowance is approximately \$522 (pretax) biweekly up to \$6,787 for the service term. Applicants must take a careful look at their financial situation to determine if they can afford to commit to serve with the Colorado Reading Corps.

**Education Award** Tutors who successfully complete their year of service will receive an education award of \$2,887.50 for full-time service. 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.

### **Student loan forbearance**

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.

### **Health insurance**

Full-time tutors are eligible to enroll in a health insurance plan through Reading Corps. Because this plan may differ from a traditional major medical health plan, applicants are encouraged to review the benefit summary at <http://bit.ly/coreadhealth> and view the tutorial at <http://www.brainshark.com/willis/vu?pi=zHHz4I5UjzJnaMz0&intk=371354690> to determine if the insurance provided by Reading Corps will meet their health needs during their term of service. Health coverage is available for full-time tutors only. The insurance does not cover dependents. Using a health care provider "in the network" will save money. You may search the [http://www.cigna.com/hcpdirectory/?WT.z\\_nav=personal%3BUtilityNav%3BFind%20a%20Doctor](http://www.cigna.com/hcpdirectory/?WT.z_nav=personal%3BUtilityNav%3BFind%20a%20Doctor) to find a doctor or facility in the network.

### **Childcare assistance**

Full-time members may qualify (based on income) to receive child care reimbursement assistance. If you are interested in this benefit, please contact [coreadingcorps@unitedwaydenver.org](mailto:coreadingcorps@unitedwaydenver.org) to learn more about this benefit before accepting a position.

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