

## Position Description



<b>Position Title</b>	Lead Early Learning Tutor
<b>Program</b>	Early Learning Corps
<b>Reports to</b>	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.

#### Mentoring Support

- Provide ongoing in person and virtual mentoring and support to tutor(s) in regards 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.
- 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

- Communicate and interact with students in an age and developmentally appropriate way.
- Build professional relationships and communicate regularly with tutors, Coaches and Coaching Specialists regarding schedules, academic strategies, student progress, etc.
- Act on constructive feedback provided by Internal Coach, Coaching Specialists and Ampact Staff.
- Regular reporting to the Internal Coach regarding program strategies and assessment fidelity information and checklist
- 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 the full service term, serving the total commitment of hours within the term.
- Attend all required AmeriCorps sponsored training sessions, meetings, and coaching sessions; travel as necessary.

## **NON-ESSENTIAL FUNCTIONS**

- As able, support sites by implementing student tutoring in cases where tutors may be absent for extended periods.
- 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.
- Must speak, read, and write English fluently.
- Experience serving at least one term of service as a successful tutor in Early Learning, Reading or Math Corps.
- Must have basic computer skills, including the ability to navigate online systems, and email.

Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

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