

Position Description



Position Title	Preschool Tutor – Professional Corps
Program	Early Learning Corps
Reports to	Program Manager and Internal Coach

Position Summary

A Preschool Tutor – Professional Corps is a current employee (classroom teacher, para or aide) of the service site where they serve. The tutor serves in a classroom of children ages 3 – 5 to develop children's early literacy and math skills in preparation for kindergarten. Tutors are trained in research-based early literacy and math strategies and collaborate with other classroom teaching staff to enhance daily literacy and math opportunities and conduct literacy and math assessments to increase the number of children on target with early learning predictors. This is an AmeriCorps service member position with the AmeriCorps program, Early Learning Corps.

Essential Functions

Early Literacy and Numeracy Instruction and Assessment

- Engage in meaningful and fun literacy and math activities throughout the day, focusing on skills that give children the opportunity to talk, read, count, write, and play.
- Implement Tier I support strategies 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 during choice time, leading one on-one and/or small group targeted strategies daily for select children, and leading transitions that include literacy and math components.
- Provide additional support 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 literacy and math partnership for Early Learning Corps children, including implementing the Early Learning Corps family engagement literacy and math strategy.

Communication and Attendance

- Communicate and interact with students in an age and developmentally appropriate way.
- Communicate regularly and effectively with coaches, Early Learning Corps staff, classroom teacher(s), and site personnel.

- 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 Reading Corps sponsored training sessions, meetings, and coaching sessions; travel as necessary.

Non-Essential Functions

- Represent Early Learning Corps at site-sponsored activities (e.g., family night) and provide education about Early Learning Corps and general literacy and math awareness. Recruit community volunteers to participate in site-based events or literacy- and math-focused programming.
- Attend service projects, as applicable, commemorating September 11, 2001 and Martin Luther King, Jr. Day.
- Be an ambassador of the program by submitting service 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 History background checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Must be employed by an Ampact Early Learning Corps Service Site.
- Must speak, read, and write English fluently.
- 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.