

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

Literacy 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 designed 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

- Communicate and interact with students in an age and developmentally appropriate way.
- Communicate regularly and effectively with coaches, Ampact staff, and site personnel.

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

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.
- Maximize impact via push-in classroom support and other supplemental academic supports that do not duplicate current site staff duties.
- 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.
- 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.