

Literacy Tutor

Position Description



Minnesota Reading Corps is a statewide initiative to help every Minnesota child become a successful reader.

Reports to: Site Supervisor & Regional Program Coordinator

Service Position Summary: This member works one-on-one with K-3 children who need help learning to read. The member will use prescribed literacy interventions and will conduct weekly progress monitoring to ensure the student is on track to read at the end of 3rd grade.

Essential Functions:

- Attend Member Orientation, Member Institute and ongoing MRC-sponsored training held regionally
- Select students who qualify to receive Minnesota Reading Corps (MRC) tutoring services based on benchmark data and consultation with the Internal Coach and classroom teachers
- Develop and maintain a weekly tutoring schedule to allow for approximately 15 – 20 children to receive daily 20-minute tutoring sessions each week
- Conduct one-on-one tutoring sessions using prescribed literacy interventions to help children practice their reading skills
- Communicate with the Master Coach, Internal Coach and classroom teachers regarding student schedules and interventions & progress, and be open to constructive feedback based on observations
- Assess students' progress using weekly progress monitoring & fall, winter, and spring benchmarking
- Record students' weekly progress using an online database called AIMSweb
- Review students' data to gauge the effectiveness of the literacy intervention being used and determine if a change in intervention is necessary

Secondary Functions:

- Attend school-sponsored activities (i.e. family night, book fairs, etc.)
- Participate in site-sponsored trainings and / or meetings
- Participate in other school-time activities (i.e. after-school programming, lunch duty, etc.)

Qualifications:

- Strong interest in education, specifically helping young children practice reading skills
- Experience working with children, preferably as a literacy tutor
- Dedication to community service
- Computer skills, including the ability to navigate and use online database systems and e-mail
- Speak, read, and write English fluently
- Responsible, organized, flexible, motivated, professional
- Excellent oral and written communication skills
- Ability to make a commitment to complete a full year of service (August '09 - July 31, 2010)
- High school diploma or GED and must be at least 18-years-old
- U.S. citizen or lawful permanent resident alien
- *Preferred:* College coursework, college degree, or equivalent work experience

Requirements:

- Part-time members must be able to serve a minimum of three days per week
- Complete a minimum of five self-directed Civic Engagement activities
- Complete a Family Involvement Project
- Submit an online timesheet to report service hours once every two weeks
- Complete 1700 hours (full-time members) or 900 hours (part-time) by July 31st

Service Environment: Ability to work in a typical school setting with active young children.

To Apply: Full-time and part-time positions are available in multiple elementary schools throughout Minnesota. Complete an online application at www.MinnesotaReadingCorps.org.