

Classroom Member – Community Corps

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 is embedded into a classroom of children ages 3 - 5 to develop children's early literacy skills in preparation for kindergarten. The member collaborates with the classroom teaching staff to enhance daily literacy opportunities and conduct literacy assessments to ensure children are on track to read by the end of 3rd grade.

Essential Functions:

- Provide intentional and meaningful literacy instruction during all parts of the day to improve the early literacy skills of children ages 3 – 5, specifically focusing on the “Big Five Emergent Literacy Skills”
- Create a fun environment connecting children to talk, read, and write
- Perform literacy assessments three times throughout the year during the specified two-week benchmark windows on children who will be kindergarten-eligible during the next academic year
- Conduct on-going progress monitoring between benchmark windows to monitor children's growth
- Use results of the assessment data to reflect on and inform instruction
- Collaborate with the lead classroom teacher to facilitate small group literacy instruction and 5-Day-Read-Aloud during the daily routine
- Enhance the classroom literacy environment, as described in the Early Literacy and Language Classroom Observation (ELLCO)
- Participate in semimonthly literacy coaching sessions with the Internal Coach
- Attend Member Orientation, Member Institute, SEEDS of Emergent Literacy training, and ongoing regional MRC-sponsored training

Secondary Functions:

- Attend site-sponsored activities to represent MRC (i.e. family night, book fairs, etc.)
- Participate in site-sponsored trainings and / or meetings

Qualifications:

- Strong interest in education, specifically helping children develop early language and literacy skills
- Experience working with children, preferably in an early childhood setting
- 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
- Travel to the Twin Cities for the 3-day Member Institute. *Travel expenses paid for by MRC.*
- Complete a minimum of five self-directed Civic Engagement activities
- 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 preschool classroom setting with active young children.

To Apply: Complete an online application at www.MinnesotaReadingCorps.org. Full-time and part-time positions are available in multiple preschool or Head Start centers throughout Minnesota.