

Classroom Member – Professional 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 a current employee that works with children ages 3 - 5 to develop their early literacy skills in preparation for kindergarten. The member enhances daily literacy opportunities & conducts 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”
- Write a theme related lesson plan each week that reflects daily talking, reading and writing with children
- 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
- Plan and facilitate small group literacy instruction as part of the daily routine
- Incorporate the Five-Day-Read-Aloud model into the daily schedule
- Provide a literacy-rich environment for children as described in the Early Literacy and Language Classroom Observation (ELLCO)
- Conduct a minimum of three MRC Literacy Home Visits with one family throughout the year
- 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:

- Employed in a classroom teaching position by a partnering MRC site
- Personal motivation to improve and expand knowledge and skill in the area of early literacy instruction
- Dedication to community service and helping young children develop early literacy skills
- 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 '08 - July 31, 2009)
- 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:

- Dedicate an average of 5 AmeriCorps hours / week above and beyond your regular employment hours
- 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.