



**Iowa Reading Corps  
AmeriCorps Member Position Description**

**Position Title:** Elementary Literacy Tutor

**Reports to:** AmeriCorps Program Manager and Internal Coach

**Service Position Summary:** Iowa Reading Corps AmeriCorps members work one-on-one with K-3 students who need supplemental practice to develop their reading skills. The member will use evidence-based literacy interventions and will conduct weekly 1-minute assessments to ensure students are on track to read at grade level by the end of 3<sup>rd</sup> grade. The member will also spend approximately 20% of his or her term of service conducting volunteer recruitment and community engagement activities based upon local need. *Note: Offer of a member position is contingent upon successful grant funding at the federal, state and private levels.*

<b>Essential Functions</b>
<p><b>Literacy Intervention and Assessment:</b></p> <ul style="list-style-type: none"> <li>• Conduct one-on-one tutoring sessions using scripted, evidence-based literacy interventions provided by Reading Corps that aim to help students practice and build their foundational reading skills</li> <li>• Achieve a high degree of fidelity to each scripted literacy intervention</li> <li>• Develop and maintain a weekly tutoring schedule to allow for approximately 15 – 20 students (full-time members) or 8-10 students (part-time members) to receive daily 20-minute, one-on-one tutoring sessions</li> <li>• Identify students (Kindergarten-3<sup>rd</sup> grade) who qualify to receive Reading Corps services based on assessment data collected by the AmeriCorps member under direction from the Internal Coach and Master Coach</li> <li>• Assess, with high level of accuracy, students’ progress using weekly progress monitoring and tri-annual benchmarking assessments provided by Reading Corps</li> <li>• Record student and program data completely and accurately in an online database on a weekly basis</li> <li>• Provide opportunities for family literacy involvement for Reading Corps students, including implementing the Reading Corps family literacy intervention – Read at Home! Read at Home! Read at Home! (RAH!)</li> </ul>
<p><b>Training and Coaching:</b></p> <ul style="list-style-type: none"> <li>• Attend Reading Corps Training Institute (3.5 days) at the beginning of the term of service</li> <li>• Attend ongoing Reading Corps-sponsored trainings throughout the year</li> <li>• Be open to being observed regularly by the Master and/or Internal Coach; act on constructive feedback provided by coaches and/or program staff</li> <li>• Participate in on-site coaching sessions with the Master and/or Internal Coach to review students’ data as part of a data-based decision making model</li> </ul>
<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Communicate with students in an age and developmentally appropriate way</li> <li>• Build professional relationships and communicate regularly with the Master Coach, Internal Coach and classroom teachers regarding student schedules, interventions, student progress, etc.</li> </ul>
<p><b>Secondary Functions:</b></p> <ul style="list-style-type: none"> <li>• Attend school-sponsored activities (e.g. hosting an informational booth at family nights and student conferences, helping students choose leveled books at school book fairs, etc.)</li> <li>• Participate in site-sponsored trainings, meetings or other school-time activities (i.e. participating in after-school programming, attending relevant teacher trainings, etc.)</li> <li>• Engage in volunteer recruitment and community engagement strategies, as agreed upon with Program Manager (i.e., coordinating or assisting with community-wide summer feeding, library, and/or tutoring programs)</li> <li>• Participation in required State and National Days of Service (including, but not limited to, Martin Luther King, Jr. Day and AmeriCorps Week)</li> </ul>

**Qualifications:**

- Strong interest in education, specifically helping students improve their reading skills; experience working with children a plus

- Strong capacity to be flexible and adaptable to varied circumstances, paired with a conscientious commitment to adhere to the Reading Corps model with fidelity
- Energetic, results-oriented, student-focused style, coupled with strong planning and time management skills
- Be open to accepting and incorporating feedback from coaches and/or program staff
- Computer skills, including the ability to navigate and use online database systems and e-mail
- Ability to build and maintain working relationships and communicate professionally with students, teachers, coaches, and Reading Corps program staff
- Speak, read, write and understand English fluently
- *Preferred: College coursework, college degree, or equivalent work experience*

**Requirements:**

- Must be 18 years of age or older
- Must successfully pass a heightened, three-part National Service Criminal History Check
- Must have at least a high school diploma or a GED
- Must be either a U.S. Citizen or Permanent Resident
- Must not have served more than three terms of service previously with AmeriCorps
- Must be able to serve 5 days a week (Mon-Fri) during daytime school hours
- Must be able to attend the full Reading Corps Institute in Des Moines on September 1-4, 2015
- Full-time members must be able to complete 1700 service hours (for full-time members) by July 31, 2016 or 900 service hours (for half-time members) by May 31, 2016
- Completion of monthly AmeriCorps Report and “Great Story” and timely submission of biweekly timesheets

**Benefits:** Benefits include a living allowance of \$550 (full-time members) or \$336 (half-time members) every two weeks, education award of \$5,730 (full-time members) or \$2,865 (half-time members) that can be used to repay student loans or future education expenses, health coverage (full-time only) and assistance with child care expenses (full-time only). Student loans may be also be placed into forbearance while serving in AmeriCorps.

**Physical and Sensory Factors:** Indicate the frequency this position requires the following in a typical school day.

	Rarely (<1/2 hr)	Occasionally (1/2 - 2 ½ hrs)	Frequently (2 ½ - 5 ½ hrs)	Continually (5 ½ - 8 hrs)	Comments
Sitting Ability to be mobile Keyboard typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Move every 20 mins.
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stationary standing Crouching (bend at knees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling/crawling Stooping (bend at waist) Twisting (knees/waist/neck) Turn/pivot/climbing Reaching overhead (extension) Grasping/pinching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Talking in person Hearing in person Vision or close work (focus) Distance/Depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Talking/hearing on telephone Distinguishing color	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise	<input type="checkbox"/> Quiet	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Loud	<input type="checkbox"/> Very Loud	Can vary by site

**To Apply:** Complete an online application at [https://fs20.formsite.com/readingcorps/form58/form\\_login.html](https://fs20.formsite.com/readingcorps/form58/form_login.html)

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