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 3rd 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.

Essential Functions

Literacy Intervention and Assessment:
- 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
- Achieve a high degree of fidelity to each scripted literacy intervention
- 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
- Identify students (Kindergarten-3rd 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
- Assess, with high level of accuracy, students’ progress using weekly progress monitoring and tri-annual benchmarking assessments provided by Reading Corps
- Record student and program data completely and accurately in an online database on a weekly basis
- 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!)

Training and Coaching:
- Attend Reading Corps Training Institute (3.5 days) at the beginning of the term of service
- Attend ongoing Reading Corps-sponsored trainings throughout the year
- Be open to being observed regularly by the Master and/or Internal Coach; act on constructive feedback provided by coaches and/or program staff
- 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

Communication:
- Communicate with students in an age and developmentally appropriate way
- Build professional relationships and communicate regularly with the Master Coach, Internal Coach and classroom teachers regarding student schedules, interventions, student progress, etc.

Secondary Functions:
- 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.)
- Participate in site-sponsored trainings, meetings or other school-time activities (i.e. participating in after-school programming, attending relevant teacher trainings, etc.)
- 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)
- Participation in required State and National Days of Service (including, but not limited to, Martin Luther King, Jr. Day and AmeriCorps Week)

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.

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<thead>
<tr>
<th></th>
<th>Rarely (&lt;1/2 hr)</th>
<th>Occasionally (1/2 - 2 ½ hrs)</th>
<th>Frequently (2 ½ - 5 ½ hrs)</th>
<th>Continually (5 ½ - 8 hrs)</th>
<th>Comments</th>
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<tbody>
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<td>Sitting</td>
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<td>Ability to be mobile</td>
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<td>Keyboard typing</td>
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<td>Walking</td>
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<td>Move every 20 mins.</td>
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<td>Stationary standing</td>
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<td>Crouching (bend at knees)</td>
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<td>Kneeling/crawling</td>
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<td>Stooping (bend at waist)</td>
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<td>Twisting (knees/waist/neck)</td>
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<td>Turn/pivot/climbing</td>
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<td>Reaching overhead (extension)</td>
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<td>Grasping/pinching</td>
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<td>Talking in person</td>
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<td>Hearing in person</td>
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<td>Vision or close work (focus)</td>
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<td>Distance/Depth</td>
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<td>Talking/hearing on telephone</td>
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<td>Distinguishing color</td>
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<td>Noise</td>
<td>Quiet</td>
<td>X</td>
<td>Moderate</td>
<td>Loud</td>
<td>Very Loud</td>
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