



POSITION DESCRIPTION

TITLE: AmeriCorps Part-Time Member, Literacy Tutor

STATUS: Grant for service positions funded for 1 academic year.

TERM OF SERVICE: Minimum of 900 service and training hours in the 2011-2012 academic year. Term begins mid-August 2011. Service required Monday through Friday, minimum of 5 hours a day and 25 hours a week. Service days may extend into after-school programs.

BENEFITS: \$325 Living Allowance Stipend per pay period (twice per month) while in service. Education Award of \$2,775 contingent upon completion of term. Probable student loan forbearance.

SUPERVISOR: (Multiple) AmeriCorps Program Manager and Staff; Site Supervisors (Principal, Vice Principal and Teachers at assigned school site)

BASIC FUNCTION: Under the direction of the AmeriCorps Program Manager and assigned school leadership team, assist in implementing a Reading Literacy Tutorial Program to meet the literacy needs of assigned K-12 targeted students. Primary role is functioning as a Reading Tutor and also includes volunteer management responsibilities at the school site. Part-time members tutor a caseload of 20+ students at least 60 minutes per week, individually and in small groups. One-to-one attention is recommended at least once a week. Tutors pre-teach, re-teach, front load vocabulary and structures, and generally fill in the gaps in the best possible ways to bring students up to grade level. All aspects of the tutoring program are integrated into the reading curriculum at the school site. Members are uniquely positioned to give complete focus to targeted students within the complete school culture; before, during, and after school. Members are encouraged to fully participate in the school culture, using their unique talents and skills to help create stronger learning environments throughout the school community.

ESSENTIAL DUTIES:

- Tutor students in literacy skills under the direction of school leadership team
- Attend required training sessions, workshops and service events
- Work well with others; coordinate AmeriCorps activities with other members
- Complete required program documentation in an accurate and timely manner
- Administer student assessments three times per year to monitor student progress
- Assist with recruitment and management of volunteers
- Participate in meetings with AmeriCorps Managers and school leadership team
- Participate in nationally recognized service days
- Assist with the preparation of literacy materials and AmeriCorps promotional materials
- Participate in AmeriCorps promotional activities
- Healthy interpersonal skills; recognize and respond to things that matter to others
- Respond to conflicts in a healthy manner; calm, non-defensive, respectful

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- High school diploma; college degree preferred.
- A sincere interest to help students learn literacy skills.
- Experience with youth and/or teaching literacy skills preferred. AmeriCorps is seeking candidates who are comfortable with and competent to serve as reading tutors in elementary and/or junior high school classrooms.

KNOWLEDGE OF:

- Correct usage of English including grammar, spelling, punctuation, vocabulary and pronunciation.
- Oral and written communication skills.
- Assessment techniques.
- Record keeping and data compilation methods.
- Teaching strategies and techniques.
- Youth developmental needs.

ABILITY TO:

- Implement a literacy tutorial program under the direction of the school leadership team.
- Establish and maintain effective working relationships with students, school personnel, AmeriCorps members, community groups and the general public; be flexible.
- Communicate effectively both orally and in writing; practice healthy conflict resolution skills.
- Maintain records and prepare reports. Ability to complete paperwork in a timely manner.
- Meet schedules and time lines.
- Work independently and follow direction of supervising teachers.
- Comply with all AmeriCorps and school district standards and guidelines.
- Use internet communication and basic computer programs.

SITE CONDITIONS:

- Classroom, office and school environment; monthly travel to team trainings and service activities.
- Ability to stand and sit for extended periods of time.

GENERAL REQUIREMENTS:

- Minimum age of 17.
- Documentation (U.S. birth certificate or passport) or proof of status as a lawful permanent resident of the U.S., which verifies identity and authorizes his/her right to offer AmeriCorps service in the U.S.
- Satisfactory criminal background and national sex offender checks.
- Evidence of freedom from active tuberculosis.
- Certification of any diplomas or degrees indicated as a position qualification.

For more information go to www.americorpstutors.org
Program contact: Tom Spadoro 805-964-4710, x 4405 applecorps@sbceo.org

An Equal Opportunity/Affirmative Action/Title IX Employer and Tobacco Free Work Place

Accommodation for people with disabilities: If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the AmeriCorps Office of the Santa Barbara County Education Office at (805) 964-4710, x 4405.