

Job Overview

Positions begin August 2018 and run through June 2019

Positions available throughout the state

Positions require availability, every day, Monday- Friday, during regular school hours

Did you know that students who don't read proficiently by the end of 3rd grade are four times more likely to drop out of school? Our goal is to help all Minnesota children become proficient readers by the end of 3rd grade and give them a better start to their futures. If you are passionate about education and literacy, join us and make a difference in the lives of preschool and elementary students. Become a Minnesota Reading Corps tutor and help struggling readers, age 3 to grade 3, get on track for reading at grade level. We'll provide training to get you started and ongoing coaching so you'll be supported throughout your serve year.

Responsibilities

Tutoring

- Provide intentional and meaningful literacy or math tutoring during all parts of the day to improve the literacy or math skills of children from preschool–8th grade.
- Assess, with high level of accuracy, child outcomes and progress using tri-annual benchmark assessments and ongoing progress monitoring assessments.
- Identify students who qualify for targeted one-on-one and/or small group tutoring services based on assessment data with direction from the Internal Coach and Master Coach; develop weekly tutoring schedule.
- Record student and program data completely and accurately in an online database on a weekly basis; maintain confidentiality of all student data.
- Participate in on-site coaching sessions (includes observation of tutor) two times per month to review student progress, plan, problem-solve, and set goals; act on constructive feedback from coaching sessions.

Communication

- Communicate with students in an age and developmentally appropriate way.
- Act on constructive feedback provided by coaches and Program Staff.
- Build professional relationships and communicate regularly with school/agency staff, Internal Coach, and the Master Coach regarding schedules, literacy strategies, student progress, etc.

Attendance

- Regular, timely attendance during school hours Monday-Friday, along with before/after school hours as scheduled.
- Commitment to the entire term(s) of service, including making regular and adequate progress toward the minimum total service hours.
- Attend all required Reading Corps or Math Corps sponsored training sessions, meetings, and coaching sessions; travel as necessary.

Secondary Functions

- Perform assignments and/or duties as assigned by Internal Coach, Master Coach, or Program Manager, excluding activities that would displace a staff member.
- Represent our programs at site-sponsored activities, meetings, (e.g. family night) and other community activities (such as Martin Luther King, Jr. Day). These may include evening and/or weekend hours.

Qualifications

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory background checks.
- Basic computer skills, including the ability to navigate online systems and email.
- Speak, read, and write English fluently.
- Ability to be patient and empathetic with students that struggle with literacy or math while adhering to program model.
- Strong capacity to be flexible and adaptable to varied circumstances and personalities, paired with a conscientious commitment to adhere to the Minnesota Reading Corps and Minnesota Math Corps tutoring model with consistent follow-through. Must be able to build and maintain quality-working relationships with students, coaches, school administrators and Minnesota Reading Corps or Minnesota Math Corps program staff.
- Willingness to accept and incorporate constructive feedback from coaches and program staff.
- Ability to adapt to a sometimes challenging and fast-paced environment.
- Ability to attend and travel to required state and regional training sessions.
- Strong personal standards of excellence, ethics and integrity.

Minnesota Reading Corps and Minnesota Math Corps will not discriminate for or against any AmeriCorps service member or applicant based on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law. Reasonable accommodations provided upon request.

Eligibility Requirements

- Ability to speak, read, and write English fluently
- Age 18 or older by the program start date
- Possess a high school diploma or a GED by the program start date
- Citizen, national, or lawful permanent resident alien of the United States

Please note:

Applicants who have received deferred action for childhood arrivals (DACA) through the U.S. Department of Homeland Security are not eligible to serve as AmeriCorps members at this time.

Currently, AmeriCorps members are limited to four terms of service.

Tutors are paid a modest living allowance every two weeks during their service term and receive an education award upon successful completion which may be used to pay qualified student loans or tuition. Tutors over age 55 may

choose to gift their education award to their child or grandchild. Tutors may be eligible for health insurance, child care assistance, and student loan forbearance during their service.

Pay: Part time and full time biweekly living is allowance is approximately \$298- \$597
- Education award Appx: \$5,818 - \$2,960

How to apply: www.readingandmath.net