



# SANTA CRUZ READING CORPS

## MEMBER POSITION DESCRIPTION 2018-19



**POSITION TITLE:** Literacy Tutor

**REPORTS TO:** Program Manager and Literacy Coach

### **POSITION SUMMARY**

The Preschool Literacy Tutor is embedded into a classroom of children ages 3 – 5 to develop children’s early literacy skills in preparation for Kindergarten, serving alongside a teaching team. Tutors are trained in research-based early literacy strategies and collaborate with the classroom teaching staff to enhance daily literacy opportunities and conduct literacy assessments to increase the number of children on target with early reading predictors. This is an AmeriCorps service member position with an AmeriCorps program, Santa Cruz Reading Corps.

### **ESSENTIAL FUNCTIONS**

#### Early Literacy Instruction and Assessment

- Provide intentional, meaningful and fun literacy instruction during all parts of the day to improve the early literacy skills of children ages 3 – 5, specifically focusing on the SEEDS “Big Five” Emergent Literacy Skills that give children the opportunity to talk, read, write, and play every day.
- Enhance the classroom literacy environment, as described in the Early Literacy and Language Classroom Observation (ELLCO) tool, to support the classroom in achieving a “Basic” or better score on the ELLCO by spring.
- Implement elements of the Literacy and Math Rich Schedule, including greeting children at arrival, helping children write their name at sign-in, having “Strive for 5” mealtime conversations, writing a daily message, conducting a Repeated Read Aloud, journaling, enhancing literacy during choice time, leading one-on-one and/or small group targeted interventions daily for at-risk children, and leading literacy-rich transitions.
- Provide targeted early literacy support to a minimum of 5-7 children daily in a one-on-one and/or small group setting using scripted early literacy interventions; achieve a high degree of fidelity to the scripted interventions.
- 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 Reading Corps tutoring services based on assessment data with direction from the Literacy Coach and Master Coach.
- 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.
- Provide opportunities for family literacy involvement for Reading Corps children, including implementing the Raising A Reader book bag rotation program.

#### Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Build professional relationships and communicate regularly with classroom teachers, Literacy Coach, and the Master Coach regarding schedules, literacy strategies, student progress, etc.
- Communicate regularly and effectively with Reading Corps staff and site personnel.



### Attendance

- Service is for a full school year, September 1, 2017 through May 31, 2018
- Complete a minimum of 32/35 hours per week within a 9-month time period (minimum of 900 total hrs).
- Regular, timely attendance during designated school hours, Monday-Friday, along with before and after school hours as scheduled.
- Attend all required Reading Corps sponsored training sessions, meetings, and coaching sessions, including data team meetings and Member Meet Ups; travel as necessary.

### **SECONDARY FUNCTIONS**

- Support the preschool classroom as assigned by Literacy Coach, Master Coach, or Program Manager, excluding activities that would displace a staff member.
- Attend site-sponsored activities (e.g., family night, literacy events, parent meetings etc.) and participate in site-sponsored meetings or other activities.
- Participate in National Service opportunities around the community several times throughout your term of service.

### **MINIMUM QUALIFICATIONS**

- Must be 18 years of age or older by your start date and
- Must have at least a high school diploma or a GED by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service background check and provide an up-to-date TB clearance.
- Must be able to travel to and from service site and training locations.
- Must not have served 4 or more prior terms of service with AmeriCorps.
- Speak, read, and write English fluently.
- Interest in education, specifically helping young children develop early language and literacy skills.
- Dedication to community service.
- Basic computer skills, including the ability to navigate online systems and email.
- Energetic, results-oriented, student-focused style, coupled with strong planning and time-management skills.
- Strong capacity to be flexible and adaptable to varied circumstances, paired with a conscientious commitment to adhere to the Reading Corps model with fidelity; consistent follow-through.
- Ability to accept and incorporate constructive feedback from coaches and program staff.
- Ability to work with diverse personalities.
- Ability to adapt to a sometimes challenging and high-pressure environment.
- Ability to build and maintain strong working relationships and communicate professionally with students, teachers, coaches, staff, and peers.
- Strong personal standards of excellence, ethics, and integrity.
- *Preferred: College degree or equivalent work experience; Bilingual a plus*

To apply online visit: [https://fs16.formsite.com/servetogrow/santacruz/form\\_login.html](https://fs16.formsite.com/servetogrow/santacruz/form_login.html)  
All tutor positions are located within Santa Cruz County.

For more information please contact Christine Sieburg (831) 465-2208 or [csieburg@first5scc.org](mailto:csieburg@first5scc.org)  
Santa Cruz Reading Corps: <http://first5scc.org/santa-cruz-reading-corps>

Reading 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.