



**Position Title:** Reading Tutor (Tutor 1, Tutor 2, Tutor 3, and Senior Tutor)

**Reports To:** Program Site Manager

**Date of Job Description:** April 2019

**Pay rate:** \$13 - \$20/hr, DOE (see “Minimum Education and Experience”)

### **Reading Results Mission**

Working toward the vision that all children have the right to read and succeed, Reading Results partners with schools serving low-income students to provide a proven reading intervention program. Reading successfully by third grade is crucial to a child’s educational development and is a leading indicator of future academic success.

Reading Results plays a critical role in eliminating the opportunity gap and improving our region’s economy by helping struggling learners get on the path toward academic success and a brighter future. We do this by providing students with data driven, explicit reading instruction delivered by highly trained, culturally responsive tutors.

### **Tutor Job Description**

Reading Results tutors deliver highly individualized, data driven, explicit instruction designed to accelerate reading skills for first, second and third grade students who need extra reading support. Tutors will participate in training to develop an individualized learning framework and daily lesson plans for each student. Reading tutoring generally takes place within a regular school schedule, 3 times per week for 2-hour sessions. Tutors will actively engage in ongoing training and coaching as provided by their supervisor (Program Site Manager). Tutors are part of a school team and will support all team members and students through working toward the success of the full team, including school-specific professional development, collaboration and covering instruction for other tutors as needed.

New tutors will spend the first year with Reading Results learning how to implement the Reading Results Program. Tutors are expected to work in close partnership with the Reading Results supervisor and actively participate in coaching and professional development to achieve proficiency during their first year of employment and beyond.

### **Time Commitment and Duration**

The average time commitment is 7.5 hours per week spread over 3 days, for example M/T/Th, 9-11:30AM (each school sets their own tutoring schedule). There is an additional 20-30 hours of training time at the beginning of the academic year and ongoing professional development (1-2 hours/month). The duration of this position is Sept 2019 – May 2020. Tutors who meet performance expectations will most likely be offered employment for future academic years.

### **Essential Job Responsibilities and Outcomes**

Reading Results Tutors will be responsible for helping the students they serve attain this level of achievement by:

- Delivering the Reading Results program with fidelity, and as directed their direct supervisor (Program Site Manager).
- Advancing their own learning by actively and collaboratively engaging in ongoing professional development designed to support tutors toward achieving mastery as a Reading Results tutor.
- Ensuring that every child understands that they belong in and can succeed in school.

The ultimate goal is that every student served accelerates their reading proficiency by a minimum of 1.5 years. While every student will achieve reading proficiency at different rates, a minimum of 1.5 years of reading growth is our standard goal.

### **Core Competencies and Qualifications**

Qualifications for varying tutor levels are identified *generally* and ultimately at the discretion of the Program Director

- **Minimum Education and Experience:**
  - Tutor 1 – High school diploma/GED/Bachelor’s degree in a field other than Education; No further experience necessary (starts at \$13/hr)
  - Tutor 2 – High school diploma/GED and 2 years of experience working with K-12 students in an academic setting; Or Bachelor’s degree in Education and less than 2 years of experience working with K-12 students in an academic setting (starts at \$15/hr)
  - Tutor 3 – Bachelor’s degree or related educational experience, and 2 years of experience working with K-5 students in an academic setting (starts at \$17/hr)
  - Senior Tutor – Bachelor’s/Master’s degree/Certified Teaching Credential or related educational experience, and 2 years K-5 classroom teaching **or** professional reading tutoring with experience teaching K-5 grade students with more than 1 student per session (starts at \$20/hr)
- **Equity:** Demonstrates awareness, attitudes, knowledge and skills that foster a climate of equity and inclusion
- **High standards:** Driven to achieve a standard of excellence with work and outcomes
- **Compliance:** Honors Reading Results and school district policies
- **Delights in children:** Is responsive, creative and flexible to a child’s academic and behavioral needs
- **Coachability:** Receptive to feedback, willing to learn, embraces continuous improvement
- **Time management skills:** Plans ahead, punctual, reliable
- **Initiative:** Takes ownership of work, does what is needed without being asked, uses multiple strategies to support a student’s success, regularly asks questions specific to accelerating student achievement
- **Collegiality:** Is helpful, respectful, approachable and team oriented, builds strong working relationships and a positive work environment

**The above statements describe the general nature and level of work only. This is not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added and/or this description may be amended at any time.**