



Position Description America Reads Tutor

POSITION & PURPOSE

America Reads tutors will assist elementary school children with improving their reading skills in surrounding school districts (currently Waterloo, Geneva, and Romulus). Employment as an America Reads tutor has the potential to be extremely fun and rewarding, however, the charge of helping a child improve their reading ability can not be taken lightly.

QUALIFICATIONS

- Excellent people skills, enthusiasm for helping children, respectful attitude
- Ability to work separately with child within a larger context of child/tutor groups
- Creative and enthusiastic when covering lesson plans and reading selected books
- Attention to detail regarding paper work and prompt arrival/departure from school (transportation is provided)
- Excellent reading skills and willingness to share your love of reading

JOB FUNCTIONS & RESPONSIBILITIES

- Work one-on-one with partner child for 2-3 sessions per week (placement contingent upon tutor's schedule) Tutors will earn \$7.00/hr during Fall 2006
- Attend 100% of reading sessions, tutor trainings, and America Reads related meetings/events
- Provide detailed feedback of child's progress on lesson plans so that age appropriate books and activities can be selected by America Reads student coordinator
- Communicate effectively with Public Service Office, as well as teachers and administrators
- Fill out HWS paperwork (time-sheets and evaluations) accurately and on time
- Work with child to fill out a "Family Update" each week so that families are informed of child's development