

JOB DESCRIPTION FOR AMERICA READS TUTORS

Student will be expected to spend 10-20 hours a week tutoring reading in a K-3rd grade setting at an approved America Reads community site.

Student selection criteria:

1. Enroll for at least 6 credit hours at M-DCC (& maintain at least 6 for the entire term)
2. Demonstrate financial need by completing an Application for Federal Student Aid
3. Be in good academic standing with a minimum GPA of 2.0
4. Attend two pre-service orientation/training sessions
5. Be responsible, be willing to learn, and have a desire to help children improve their reading

Student employees will be expected to:**SAMPLE**

1. Attend a mandatory (3-4 hour) pre-service orientation/training session. No student will be placed without attending this session.
2. Choose an approved America Reads placement site from list provided by the M-DCC Center for Community Improvement and Civic Literacy.
3. Complete the "America Reads Placement Confirmation" form with your agency supervisor and return it to the M-DCC Center.
4. Meet all requirements of the host agency, including paperwork, dress code, standards of conduct, and attendance policies.
5. Abide by all M-DCC employment policies (see attached).
6. Notify your agency supervisor well in advance if you are unable to go to work. You are expected to make these hours up at a later time. You must notify the M-DCC Center immediately if your status changes (i.e., if you stop working, etc).
7. Attend two in-service training and reflection sessions per term. These sessions are mandatory. Students who do not participate will be dropped from the program.
8. Notify your supervisor if you have any problems or concerns, and check in with your assigned mentor (either an M-DCC reading instructor, or a DCPS reading specialist) when necessary.
9. Maintain a daily time sheet, including securing supervisor's validation of hours worked, and turn in hour log to the M-DCC Center prior to the bi-weekly deadline. If you do not turn the sheet in by the deadline, you will not be paid on time.
10. Complete bi-weekly and end-of-term evaluations and return them to the M-DCC Center with your hour logs.

**MIAMI-DADE COMMUNITY COLLEGE
AMERICA READS APPLICATION FOR EMPLOYMENT**

Phone # _____

FIRST NAME _____ LAST NAME: _____

STUDENT NUMBER _____ DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____ TODAY'S DATE: _____

SAMPLE

CHECK OFF AND/OR FILL IN ALL ITEMS THAT APPLY.

1. IS THIS YOUR FIRST TERM AT MIAMI-DADE? YES NO
2. DID YOU GRADUATE FROM A HIGH SCHOOL IN THE UNITED STATES? YES NO
3. DID YOU TAKE THE G.E.D.? YES NO
4. IN WHAT LANGUAGE DID YOU TAKE THE G.E.D.? _____
5. WHAT IS YOUR G.P.A.? _____
6. HOW LONG DO YOU PLAN ON BEING AT MIAMI-DADE? _____
7. HAVE YOU ALREADY APPLIED FOR FINANCIAL AID? YES NO

PLEASE REFER TO YOUR AG.I.S TO FIND YOUR C.P.T.Scores*

8. WHAT DID YOU SCORE ON THE READING PORTION OF THE C.P.T.? _____
9. WHAT DID YOU SCORE ON THE WRITING PORTION OF THE C.P.T.? _____

IF YOU ARE NOT REQUIRED TO TAKE ANY READING OR WRITING COLLEGE PREP COURSES, SKIP TO QUESTION 16.

10. HAVE YOU TAKEN REA 0001 YES NO
IF YES: HOW MANY TIMES? _____

13. HAVE YOU TAKEN ENC 0002? YES NO
IF YES: HOW MANY TIMES? _____

11. HAVE YOU TAKEN REA 0002 YES NO
IF YES: HOW MANY TIMES? _____

14. HAVE YOU TAKEN ENC 0020? YES NO
IF YES: HOW MANY TIMES? _____

12. HAVE YOU TAKEN REA 0010 OR 1105? YES NO
IF YES: HOW MANY TIMES? _____

15. HAVE YOU TAKEN ENC 0021 OR 1130? YES NO
IF YES: HOW MANY TIMES? _____

16. IN WHAT READING COURSE ARE YOU NOW REGISTERED? _____

17. IN WHAT WRITING/ENGLISH COURSE ARE YOU NOW REGISTERED? _____

***NO APPLICATION WILL BE ACCEPTED WITHOUT A COPY OF AGIS ATTACHED.**

