

Sussex, Kent, and New Castle Counties
America Reads Tutor
Position Description

SAMPLE

Summary Statement:

The America Reads tutor, under the direction of both the VISTA Supervisor and VISTA Leader, will be responsible for helping to improve the reading levels of hard-to-reach, high-risk kindergarten to third grade students in local elementary schools. Tutoring will take place during the school day, in accordance with both the schools' and tutors' schedules.

Essential Functions:

1. Tutor children in the Paired Reading Technique. (a three-hour training will be provided)
2. Maintain weekly time sheets, signed by the appropriate people, which will be turned in to the Financial Aid Office. A paycheck **CANNOT** be received unless time sheets are turned in on time.
3. Attend ongoing reflection meetings at the home campus. Meetings may take place once or twice a month, and will consist of discussion regarding program accomplishments, needs, and improvements.
4. Record and document project activities and accomplishments.
5. Support the efforts of teachers and students involved with the VISTA America Reads Initiative.

Minimum Requirements:

1. Federal iork-Study eligibility and good academic standing.
2. Completion of the Paired Reading Training and ongoing monthly meetings.
3. Willingness to make a strong commitment to the program.
4. Proficient oral and written communication skills for the purposes of record keeping and documentation.
5. Ability to effectively communicate with culturally diverse populations.
6. Sensitivity to school culture and rules.
7. A desire to work with young children.
8. A valid driver's license and/or reliable transportation.
9. Ability to exhibit mature and positive work ethics as a representative of Delaware Tech and the VISTA America Reads Program.