

Madison Elementary School  
1225 Legion Way SE  
Olympia, WA 98501  
(360) 596-6300  
[www.osd.wednet.edu](http://www.osd.wednet.edu)  
Contact Person: Gayle Mar-chun  
gmarchun@osd.wednet.edu  
Site Supervisor: Ruth Middlebrook  
rmiddleb@osd.wednet.edu

Vehicle Required:	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Driver's License Required:	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
On bus route:	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Minutes from downtown Olympia:	5 minutes	
Auto Insurance Required:	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no

**TITLE:** Student Support Specialist

**HOURS OF SERVICE:** 8:00 am to 4:30 pm, M – F with some evening and weekend hours

**SITE DESCRIPTION:** Madison Elementary School is located in a southeast neighborhood of Olympia. Olympia is the capital city of Washington and is located at the southern tip of the Puget Sound. One of the smallest schools in our school district, we serve 225 students in Preschool through 5<sup>th</sup> grade. Most students come from low income families (53% qualify for free or reduced meals). The primary homeless shelter for families is also located in our neighborhood and the mobility of our students is significant. With students coming and going throughout the school year it is important that we make sure everyone who walks through the door is made to feel welcome. We are a very community oriented school and celebrate the partnerships we have with a variety of local programs and community agencies.

**SERVICE DESCRIPTION:** The AmeriCorps member will academically support students by tutoring them in one-to-one and small group settings before, during and afterschool. They will also help students play more successfully by offering organized activities during alternative recesses and after-school programs. Additionally, the AmeriCorps member will mentor older students and help them develop leadership skills by guiding them towards service learning projects so that the students recognize that we give back to our school and our community. The AmeriCorps member will work closely with another on site AmeriCorps member whose purpose will be to provide family involvement activities throughout the year. In tandem, these two AmeriCorps members will impact significantly the lives of students and their families through school and community support.

**MAJOR RESPONSIBILITIES AND RELATED TASKS:**

- Build warm, caring relationships with students
- Be committed to working with students and families in poverty
- Provide tutoring to individuals and/or small groups before, during and afterschool
- Lead groups of students in after-school activities and alternative recesses
- Support volunteers in the reading program
- Communicate well with others and support teamwork
- Understand the time constraints of a school system – be prompt and reliable
- Develop and implement family involvement activities with the other on-site AmeriCorps member
- Have fun

**REQUIRED QUALIFICATIONS:**

- Applicants should have some experience working with elementary age children.
- Applicants should be able to follow the policy of the school being a drug, alcohol and violence free zone.