

Educational Service District 113  
6005 Tye Drive S.W.  
Tumwater, WA 98512

[www.soundtoharbor.com](http://www.soundtoharbor.com)

Contact Person: Sandy Nelson ([snelson@esd113.org](mailto:snelson@esd113.org)) or 360-464-6818

**TITLE:** Head Start Early Literacy Assistant

**HOURS OF SERVICE:** 8 ½ hour service day with ½ hour lunch, M-F, with occasional evenings. Actual hours will be determined by the Head Start center.

**SERVICE DESCRIPTION:** The WRC Head Start Early Literacy Assistant will work with teaching staff in the implementation of a literacy program based upon the training given by David Matteson, a national trainer and writer on the use of children's personal stories as the basis for developing language, literacy, and writing skills. The WRC member may also assist in other literacy activities, such as reading stories to individual children and children in small and large groups; preparing story materials, supporting children on computer literacy programs, preparing family literacy materials, etc. The WRC member will work in eight Head Start centers located in Thurston, Mason and Grays Harbor counties.

#### **MAJOR RESPONSIBILITIES**

- Attend scheduled David Matteson trainings in order to understand the "Literacy through Stories" instructional approach. Observe in classrooms already implementing these strategies.
- Work with an individual child or small groups of children daily, implementing the "Literacy through Stories" strategies as well as other classroom literacy activities.
- Document student progress data
- Prepare family literacy resource materials for use by staff working with families.
- Travel by personal car to 8 Head Start centers located in a three county area on a scheduled established by the program, working at least one day every two weeks in each classroom.
- Support behavior management procedures established by the classroom team.
- Participate as appropriate in classroom staffings related to the individualization of the literacy program for each child.
- Track and submit monthly data for the WRC program.
- Recruit additional volunteers, drawing from the parents of currently enrolled children.
- In collaboration with each center's director, organize and support one family literacy night at each center.

#### **REQUIRED QUALIFICATIONS**

- Excellent reading skills; enjoyment of reading with young children
- Prior positive experience working with children ages 3 – 5 years.
- Driver's license, automobile insurance, and car
- Excellent communication and interpersonal skills with young children, teaching staff, and parents.
- TB clearance, which will be paid by the program if not obtained prior to assignment to a center