

**Belfair Elementary School**  
**22900 NE State Route 3**  
**Belfair, WA 98528**  
**(360)277-2233**  
**www.nmsd.wednet.edu**  
**Contact Person: Julie Wasserburger**

**Vehicle Required:**  
**Auto Insurance Required:**  
**On bus route:**

**TITLE:** WRC Reading Tutor

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

**SERVICE DESCRIPTION:** The WRC Reading Tutor will assist with tutoring students and encourage and celebrate student progress in reading.

The WRC member may also do the following:

- Host extra reading groups for students
- Support the after-school reading programs
- Recruit volunteers
- Gather needed donations
- Develop and implement family involvement activities

**MAJOR RESPONSIBILITIES\*:**

- Tutor small groups of 4 or less students daily
- Cheerlead, monitor and support students to meet reading goals; provide attention, build relationships.
- Celebrate successes. Believe in each student: notice student talents, gifts, potential
- Support behavior management procedures
- Record student progress data
- Track and submit monthly data for the WRC program

**REQUIRED QUALIFICATIONS:**

- Excellent reading skills; enjoyment of reading
- Enjoyment of and positive attitude toward children
- Skill in or interest in learning effective, assertive and kind discipline skills
- Ability to take direction
- Ability to host, welcome and support families: warmth and positive communication

**BENEFITS:**

- The experience of helping children improve their reading
- Training in tutoring procedures
- Training in behavior management
- Participation in school and staff activities
- Full time experience in a school setting

\*This is a new site with a general position description. Specific duties and tasks will be identified by the school.