

## **Napavine Elementary, Napavine**

### **Title of Position: AmeriCorps USA Reading Tutor**

#### **Tutoring:**

The AmeriCorps members at Napavine Elementary School will support the Washington Reading Corp program by focusing directly on our first priority – helping students read. The AmeriCorps members will support the program through involvement with students during and beyond the school day. The AmeriCorps member's presence in the school will represent the commitment of Napavine School District to reading and they will assist in establishing programs that encourage the involvement of others in our goal of helping students read.

#### **Community Outreach:**

The Americorps members will be the community outreach representatives for Napavine Elementary and the Washington Reading Corps program. The members will be given the charge to spread the word and bring volunteers to the program. One of the members will coordinate volunteers and other tutors in the school, as well as facilitate the cooperation necessary for the Washington Reading Corps program to function to its fullest capacity. These Americorps members will help in the coordination and communication between school staff and program volunteers. All members will be part of the team that identifies the direction and focus of the reading tutor program. The Americorps members will assist in the organization of training opportunities for volunteers. The Americorps members will plan and implement activities that encourage and enable parents to be involved in their child's education.

#### **Benefits:**

This is an excellent opportunity to experience a school from an instructor's point of view and learn many teaching skills. It can be a year in which to grow in areas such as public speaking, organization, event planning, diplomacy, problem solving, public relations, teamwork, technology use and many other personal and professional skills areas. It can be a year of public service that will be very appreciated by students, school staff, parents, and community.

#### **Major responsibilities/tasks:**

- Tutoring students in grades K-6, using effective teaching methods in a one-on-one or small group setting
- Becoming an integral part of the reading instructional staff.
- Learning and using the tutoring methods taught by the site supervisor.
- Using technology to create reports and organize sessions.
- Reaching out to the community by newsletters, website, personal contact, public presentations, and service projects.
- Recruiting and supporting volunteer tutors.
- Designing and implementing parent and/or family activities that support literacy.
- Embracing the member development activities provided by WRC.

#### **Qualifications:**

- Pass a criminal background check.
- Use good spoken and written English.

- Be flexible, loyal and a team player.
- Truly like children.
- Be willing to learn and grow.
- Keep information about children confidential.
- Have the stamina to work in a school full time.

**Performance standards:**

- Comply with the standards of behavior and dress expected of all school staff.
- Be punctual, and have good attendance.
- Attend all mandatory meetings and trainings for WRC as well as the school.
- Learn and follow all school safety plans.
- Learn and follow the legalities of dealing with children.
- Represent the WRC and the school well.