

**Title:** *Ohio Reading Corps* Tutor / AmeriCorps Member (Northeast Ohio)

### Description:

Position dates: September 1, 2021 – May 31, 2022.

This is a 900 hour service/volunteer position with AmeriCorps, requiring 30 hours per week for 9 months. Hours are mostly during the school day, approximately 8:30am-2:30pm Monday-Friday.

After attending a series of trainings, Members will provide literacy intervention in small groups, or one-on-one, to elementary students (Grade K-3) who are struggling with literacy. Each person is assigned to one school, where he/she will tutor a set group of students each day. Members will receive a stipend payment of \$888 per month, plus an Education Award of at least \$2,950 (see below for details).

The *Ohio Reading Corps* is an AmeriCorps program with 120 members across Ohio aimed at improving reading skills of students in grades K - 3 who are below proficient reading level but are not eligible for special education services. The goal of the program is to have children reach proficient reading levels by providing one-on-one and small-group intervention targeting their specific needs as determined by data and teacher recommendation.

Placements in schools will be made according to people's interest/geographic location and district needs. Members may be placed in one of the following districts in Northeast Ohio:

Constellation Schools, Horizon Science Academy- Denison, Garfield Heights City Schools, East Cleveland City Schools, Noble Academy, Maple Heights City Schools and Wellington Village Schools.

\*Must commit to minimum of 900 hours of service, which must be completed by May 31, 2022

### Minimum Qualifications:

- Must be proficient in performing basic computer functions, including email
- Must have a vehicle
- All members must complete background checks (State criminal, FBI, and NSOPW) prior to starting service.

### Responsibilities and Essential Functions:

#### Attitude and General Responsibilities

- Flexibility is critical, given the school setting
- Maintain a positive attitude toward children and staff

- Value diversity among children, including backgrounds, behaviors, and learning styles.
- Have a professional demeanor when interacting with teachers, parents, and administrators.
- Respect confidentiality of students, staff, and fellow AmeriCorps members.
- Support program staff, your supervisor, and administrative staff in duties as appropriate and necessary.
- Consult with your supervisor if you have any ideas, issues, or concerns, offering analysis and solutions whenever possible.
- Report any accidents, illness, sickness or signs of abuse or neglect to teacher / principal.
- Maintain excellent attendance and follow correct procedures according to grant protocol

### **Program-specific duties**

- Provide daily reading/writing intervention to approximately 20 children total, one-on-one or in small groups for 15-30 minutes per day, 3 days per week minimum per student
- Maintain a complete and accurate record of all project-related activities including student attendance and reading performance
- Communicate directly with teachers/coaches/supervisor regarding student performance
- Participate in ongoing training / professional development throughout the year
- Participate in community service activities on National Days of Service (min. 1 per year)
- Monitor progress by administering assessments properly and according to schedule
- Complete all requirements stated in the AmeriCorps Member Agreement

### **Citizenship training and responsibilities**

- Participate in AmeriCorps training and events as required and requested by ServeOhio, Ohio's Commission on Service and Volunteering.
- Participate in and complete AmeriCorps citizenship training.
- Participate in community service activities.

### **Program training**

- Participate in a series of trainings at the Educational Service Center.
- Participate in training on specific strategies of reading instruction, reading assessments, and data entry/reporting provided by school districts.
- Participate in a series of online trainings provided by the Educational Service Center

**Stipend:** Members of the *Ohio Reading Corps* will receive stipend payments of \$888 per month, for a total amount of up to \$8,000 for a minimum of 900 hours of service. In addition, Members who complete a minimum of 900 hours of service, including 90 hours of training, are eligible to receive an Education Award in the amount of at least \$2,950 which can be used (1) to repay qualified student loans or (2) to cover the cost of current education expenses including

Cost of Attendance (COA) for a degree or certificate-granting program at a Title IV school (e.g., tuition, books, room and board), expenses for non-degree courses (e.g., continuing education courses at Title IV schools), or expenses for attending a GI Bill-approved program. To receive this award, members *must serve a minimum of 900 hours between September 1, 2021 and May 31, 2022*.

**Reports To:** Project Coordinator, District Coaches, Teachers, Principal

**Application Procedure:**

Complete the online application.

Equal Employment Opportunity Council and Americans with Disabilities Act: Ohio Reading Corps will not discriminate against a member on the basis of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, disability, or political affiliation.