



## **POSITION DESCRIPTION**

**POSITION TITLE** K-3 Reading Corps Interventionist  
**REPORTS TO** Program Staff and Internal Coach

## **POSITION SUMMARY**

The K-3 Reading Corps Interventionist is placed at an elementary school to provide supplemental practice to children in Kindergarten through third grade to develop their reading skills. The tutor will use scripted, evidence-based literacy strategies/interventions as guided by their coaches and will conduct assessments to ensure each student is on track to read at grade level. This is an AmeriCorps service member position with the AmeriCorps program, Michigan Education Corps.

## **ESSENTIAL FUNCTIONS**

### Early Literacy Strategies and Assessment

- Conduct one-on-one or paired tutoring sessions with students using scripted, evidence-based literacy strategies provided by Reading Corps; achieve a high degree of fidelity to the scripted strategies.
- Assist children in improving their reading skills and abilities to reach grade level expectations.
- Develop and maintain a weekly tutoring schedule which maximizes the number of students served and allows each child to receive daily 20-minute reading tutoring sessions using prescribed literacy strategies.
- Assess, with a high level of accuracy, students' continual progress using tri-annual benchmark assessments and ongoing progress monitoring assessments.
- Identify students who qualify for Reading Corps tutoring services based on a Reading Corps designed assessment with direction from coaches.
- Provide complete, accurate, and timely documentation of students' weekly progress scores and interventions using an online database; maintain confidentiality of all student data.
- Regularly review student data with coaches to gauge the effectiveness of the literacy strategies being used and determine if a change in strategy is necessary.
- Participate in regular coaching sessions (includes observation of tutor) to review student progress, plan, problem-solve, and set goals; act on constructive feedback from coaching sessions.
- Provide opportunities for family literacy partnership for Reading Corps students, including implementing the Reading Corps family engagement literacy skills practice – "Read at Home!" (RAH!).

### Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Communicate regularly and effectively with coaches, Reading Corps staff, and site personnel.
- Build professional relationships and communicate regularly with classroom teachers, Internal Coach, and the Master Coach regarding student schedules, interventions, student progress, etc.

### Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full service term, serving the total commitment of hours within the term.
- Participate in all required Reading Corps sponsored training sessions, meetings, and coaching sessions, travel as necessary.

### Emergency Response

- Assist with statewide preparedness for, response to, and recovery from disasters which includes supporting schools and communities in disaster relief activities related to COVID-19 closures and social distancing procedures.

## **SECONDARY FUNCTIONS**

- Represent Reading Corps at site-sponsored activities (e.g., family night) and provide education about Reading Corps and general literacy and math awareness. Recruit community volunteers to participate in site-based events or literacy and math focused programming.
- Perform assignments and/or duties as assigned by Internal Coach, Master Coach, or Program Manager, excluding activities that would displace a staff member or volunteer.
- Attend site-sponsored activities (e.g., family night) and participate in site-sponsored meetings or other activities.
- Attend service projects and Michigan Education Corps events, as applicable, commemorating September 11, 2001 and Martin Luther King, Jr. Day. These may include evening and/or weekend hours.
- Additionally, other functions as indicated by your program and/or Service Commission, e.g., submitting Great Stories in OnCorps, volunteer mobilization, participation in Professional Learning Groups, participation in outreach activities.

## **MINIMUM QUALIFICATIONS**

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service background checks.
- Must not have served 4 or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Interest in education, specifically helping young children develop early language and literacy skills.
- Dedication to community service.
- Basic computer skills, including the ability to navigate online systems and email.
- Energetic, results-oriented, student-focused style.
- Strong planning and time-management skills.
- Strong capacity to be flexible and adaptable to varied circumstances, paired with a conscientious commitment to adhere to the Reading Corps tutoring model with fidelity.
- Consistent follow-through.
- Ability to accept and incorporate constructive feedback from coaches and program staff.
- Ability to work with diverse populations.
- Ability to adapt to a sometimes challenging and high-pressure environment.
- Strong personal standards of excellence, ethics, and integrity.
- *Preferred: College degree or equivalent work experience.*

Michigan Education Corps will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats.