



**Position Available**  
**Notice Date: 11/10/2011**

**Job Title:** Literacy Instructor  
**Salary:** \$ 11.00 to \$ 13.00 per hour (17.5 hours per week (3.5 hours per day))  
**Availability:** **Candidate must be available Monday thru Friday from 2pm-6pm.**  
**Status:** This is an at-will, part-time, non-exempt position  
**Deadline:** open until filled

**Email cover letter, transcript, resume and availability to:** Human Resource [jobs@readingandbeyond.org](mailto:jobs@readingandbeyond.org)

**Job Description**  
**Literacy Instructor**

**REPORTS TO:** K-12, Program Manager

**POSITION ROLE:**

Reporting to the After School Program Manager, this position is responsible for helping low-performing students perform better in school by providing literacy/reading intervention. Specifically, instructors will be providing literacy intervention for small groups of English Language Learner (ELL) and low-performing elementary school students (5 to 20 students at a time) at a school site.

**RESPONSIBILITIES:**

- 1) Meet goal of program: to ensure students improve their reading skills by at least one grade level by the end of six months to one year.
- 2) Tutor 5 to 20 students per hour and/or session
- 3) Follow lesson plans and/or develop individualized literacy activities for struggling students
- 4) Complete student logs and other paperwork on attendance and student progress
- 5) Other related tasks

**REQUIRED QUALIFICATIONS:**

- 1) **Have completed a minimum of 48 college units in a liberal studies or education related major;**
- 2) Strong experience and knowledge about best practices and state standards relating to literacy intervention with ELL and low-performing students;
- 3) Experienced in, and knowledgeable about effective behavior management techniques and strategies with elementary school children;
- 4) Ability to create and/or follow daily lesson plans;
- 5) Flexibility and leadership skills, but also a willingness to take direction
- 6) Strong verbal and written communication skills;
- 7) Must be able to work afternoons and early evenings, Monday – Friday.

**PERSONAL AND PROFESSIONAL BEHAVIOR REQUIREMENTS:**

- 1) Adhere to all Reading and Beyond personnel policies and procedures on a consistent basis;
- 2) Assume responsibility for continued professional growth;
- 3) Maintain excellent work habits (attendance, punctuality, time management, teamwork, etc.);
- 4) Self starter and the ability to work independently;
- 5) High degree of motivation, initiative, and energy;
- 6) Represent Reading and Beyond to students in a professional and friendly manner at all times.

**ESSENTIAL SKILLS AND EXPERIENCE:**

Liberal Studies and/or Education related major, preferred; Experience working with children in literacy tutoring. Must be able to work afternoons and early evenings Monday – Friday;

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for extended periods of time, sit, reach with hands and arms, stoop, kneel, speak and communicate effectively with others, including the public. The employee must occasionally lift and/or move up to 50 pounds.

### **Special Requirements**

- Candidate must have reliable transportation and maintain updated license and insurance at all times
- Candidate is required to submit and pass background checks and negative Tuberculosis (TB) test.
- Candidate must be available to work evenings and weekends as needed.

**Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic TB clearances may be required if hired.**

*Reading and Beyond is an Equal Employment Opportunity Employer.*