



Position Available
Notice Date: 10/27/2011

Job Title: SES Literacy Tutor
Salary: \$15.00 per completed tutoring session
Date Available: 10/27/2011
Status: This is an at-will, part-time, Temporary (Academic school year), non-exempt position
Work Location: Visalia, California
Deadline: 11/11/2011
Email resume and cover letter to: Nakia Vue
jobs@readingandbeyond.org

Job Description
SES Literacy Tutor

POSITION ROLE:

Reporting to the SES Program Specialists, this position is responsible for tutoring academically at-risk students perform better in school by providing literacy/reading tutoring. Specifically, tutors will be working with 1 to 3 students from Kindergarten through eighth grade students in the student's home or at a community site.

RESPONSIBILITIES:

- 1) Establish and maintain tutoring schedule with families
- 2) Tutor 1 to 3 students per session, in the student's home or at a community site
- 3) Meet goals of program,
 - a. Assist students in improving their reading skills by one grade level by the end of the program.
 - b. Ensure students complete number of allocated tutoring sessions
- 4) Follow lesson plans and/or develop individualized literacy activities for students
- 5) Complete and submit student logs and other paperwork on attendance and student progress
- 6) Other related tasks

REQUIRED QUALIFICATIONS:

- 1) Completed a **minimum** of 48 college units or paraprofessional certificate
- 2) Literacy tutoring experience and depth of knowledge about literacy/reading development
- 3) Ability to read and write in English fluently
- 4) Able to work productively and effectively with children
- 5) Self starter, ability to work independently and with little supervision
- 6) Ability to manage students' behavior and engage students in daily lesson
- 7) High degree of motivation, initiative, and energy
- 8) Flexibility and leadership skills, but also a willingness to take direction
- 9) Good communication, verbal and written skills
- 10) A strong sense of commitment and reliability

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; and Saturdays

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 25 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.

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