



**Santa Barbara County Education Office**  
3970 La Colina Road, Suite 2, P.O. Box 6307, Santa Barbara, California 93160-6307  
(805) 964-4710, x 4405 • FAX: (805) 682-9016  
**Service and Leadership** • [www.americorpstutors.org](http://www.americorpstutors.org)



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## **POSITION DESCRIPTION**

**TITLE:** AmeriCorps Full-time Member, Reading Literacy Tutor

**STATUS:** Grant for service positions funded for 1 academic year

**TERM OF SERVICE:** 1700 service and training hours – 40 hours/week, 09-10 academic year, begins August 2009. Monday thru Friday, 8 hrs/day, 40hrs/wk, (may include before/after school) and service at approved alternative sites.

**BENEFITS:** \$13,600 Living Allowance Stipend, Education Award of \$4,725, Health Insurance from AmeriCorps/Corporation for National and Community Service (medical & dental), child care, and probable student loan forbearance.

**SUPERVISOR:** (Multiple) AmeriCorps Program Manager and Staff; Site Supervisor (Principal, Vice Principal and Teachers at assigned school site)

**BASIC FUNCTION:** Under the direction of the AmeriCorps Program Manager and assigned school leadership team, assist in implementing a Reading Literacy Tutorial Program to meet the literacy needs of assigned K-12 targeted students. Primary role is functioning as a Reading Tutor and also includes emergency preparedness and volunteer management responsibilities at the school site. Full-time members tutor a caseload of 25+ students at least 60 minutes per week, individually and in small groups (under 5 participants). One-to-one attention is recommended at least once a week. Tutors pre-teach, re-teach, front load vocabulary and structures and generally fill in the gaps in the best possible ways to bring students up to grade level. All aspects of the tutoring program are integrated into the reading curriculum at the school. Members are uniquely qualified to give complete focus to targeted students within the complete school culture: before, during, and after school. Members are encouraged to fully participate in the school culture, using their unique talents and skills to help create stronger learning environments throughout the school community.

### **ESSENTIAL DUTIES:**

- Tutor students in literacy skills under the direction of school leadership team
- Attend required training sessions, workshops and service events
- Participate on service committees and coordinate activities with other members
- Complete required program documentation in an accurate and timely manner
- Administer DIBELS evaluation three times per year to assess student progress
- Assist with recruitment and management of volunteers – both ongoing and for episodic events – in keeping with needs at assigned school
- Assist with Emergency Disaster Planning at the assigned school
- Participate in meetings with AmeriCorps Managers and school leadership team
- Participate in nationally recognized service days and assist with Service Learning projects
- Assist with the preparation of literacy materials and AmeriCorps promotional materials
- Participate in AmeriCorps promotional activities

**QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**

- High school diploma or GED and a sincere interest in helping students learn literacy skills.
- Experience with youth and/or teaching literacy skills preferred. AmeriCorps is seeking candidates who are comfortable with and competent to serve as reading tutors in elementary and/or junior high school classrooms.

**KNOWLEDGE OF:**

- Correct usage of English including grammar, spelling, punctuation, vocabulary and pronunciation.
- Oral and written communication skills.
- Assessment techniques.
- Record keeping and data compilation methods.
- Teaching strategies and techniques.
- Youth developmental needs.
- Internet communication and basic computer skills.

**ABILITY TO:**

- Coordinate and implement a literacy tutorial program under the direction of the school leadership team.
- Establish and maintain effective working relationships with school personnel, students, co-workers, the public and community groups.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports. Ability to complete paperwork in a timely and clear manner.
- Meet schedules and time lines.
- Work independently and follow direction of supervising teacher.
- Comply with all AmeriCorps and school district standards and guidelines.

**SITE CONDITIONS:**

- Classroom, office and school environment; monthly travel to team trainings and service activities.
- Ability to stand and sit for extended periods of time.

**GENERAL REQUIREMENTS:**

- Satisfactory background check; evidence of freedom from active tuberculosis.
- Documentation (U.S. birth certificate or passport) or proof of status as a lawful permanent resident of the U.S., which verifies identity and authorizes his/her right to offer AmeriCorps service in the U.S.
- Certification of any diplomas or degrees indicated as a position qualification.
- Two original AmeriCorps Santa Barbara reference forms prior to being placed as a member.

For more information contact Tom Spadaro  
805-964-4710, x 4405  
[americorps@sbceo.org](mailto:americorps@sbceo.org) or [www.americorpstutors.org](http://www.americorpstutors.org)

*An Equal Opportunity/Affirmative Action/Title IX Employer and Tobacco Free Work Place*

Accommodation for people with disabilities: If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the AmeriCorps Office of the Santa Barbara County Education Office at (805) 964-4710, x 4405.