

Children's Reading Tutor - Job Description

Contact Name: Michelle Hills
Contact Email: Mhills@nu.edu

PURPOSE

The Children's Reading Tutor will assist school-aged children with improving their reading skills through systematic reading/tutoring sessions conducted at community agencies with which the university has a written agreement.

QUALIFICATIONS

- Excellent reading skills and willingness to share your love of reading
- Excellent people skills, enthusiasm for helping children, respectful attitude
- Ability to work separately with child within a larger context of child/tutor groups
- Creative and enthusiastic when covering lesson plans and reading selected books
- Attention to detail regarding paperwork

JOB DUTIES

1. Tutor assists children, aged kindergarten through sixth grade in the development of reading skills and enjoyment.
2. Tutor engages in academic activities with selected students either one-on-one or with small groups.
3. Tutor will collaborate with the community agency supervisor and staff members to assess the student's needs and how best to address them. Many of the children whom tutor works with are performing below their expected academic grade level.
4. Communicate effectively with agency supervisor and administrators
5. Tutor must commit to work at least one quarter and is encouraged to stay longer if possible. Consistent, ongoing support is necessary for the children and teachers with whom tutor works. Tutor is expected to honor the term of his/her commitment, and must give two weeks written notification to both the community agency and the university before terminating employment.
6. Tutor is required to complete the following:
 - a) An initial program orientation, arranged by the community agency
 - b) A general training, arranged by the university
 - c) One in-service training per quarter, arranged by the university
 - d) One reflection session per quarter, arranged by the university
 - e) An evaluation of the program at the end of their first month, and quarterly following,

arranged by the university

7. Tutor must provide his/her own transportation.
8. Unexcused and excessive absences or unsatisfactory performances will be grounds for dismissal.
9. Fill out FWS paperwork (time-sheets and evaluations) accurately and on time

HOURS AND WAGES

1. Tutor must commit to work a minimum of 4 hours per week and 2 days per week.
2. Tutor may not work more than 20 hours per week.
3. Tutor must arrange a work schedule with the agency supervisor.
4. Tutor may use a small percentage of time preparing tutoring materials and performing required assignments.
5. Tutoring wages are \$10.00 per hour; the total compensation may not exceed the Federal Work Study allowance for the academic year