

# ESCCO – COUNCIL OF GOVERNMENTS

## JOB DESCRIPTION

### OHIO READING CORPS TUTOR

#### **Minimum Qualifications:**

- Must be proficient in performing basic computer functions, including email
- Must have reliable transportation
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies.

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Project Coordinator, District Coaches, Teachers, Principal

#### **Job Objectives:**

The Ohio Reading Corps is an AmeriCorps program with 120 members across Ohio aimed at improving reading skills of students in grades K - 3 who are below proficient reading level but are not eligible for special education services. The goal of the program is to have children reach proficient reading levels by providing one-on-one and small-group intervention targeting their specific needs as determined by data and teacher recommendation. Ohio Reading Corps Tutors must commit to minimum of 900 hours of service, which must be completed by June 30 of the current school year.

#### **Responsibilities and Essential Functions:**

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Provides daily reading/writing intervention to approximately 20 children total, one-on-one or in small groups for 15-30 minutes per day, 3 days per week minimum per student
- Maintains a complete and accurate record of all project-related activities including student attendance and reading performance
- Communicates directly with teachers/coaches/supervisor regarding student performance

- Participates in ongoing training / professional development throughout the year
- Participates in community service activities on National Days of Service (min. 1 per year)
- Monitors progress by administering assessments properly and according to schedule
- Completes all requirements stated in the AmeriCorps Member Agreement
- Maintains a positive attitude toward children and staff
- Values diversity among children, including backgrounds, behaviors, and learning styles.
- Have a professional demeanor when interacting with teachers, parents, and administrators.
- Respects confidentiality of students, staff, and fellow AmeriCorps members.
- Supports program staff, your supervisor, and administrative staff in duties as appropriate and necessary.
- Consults with your supervisor if you have any ideas, issues, or concerns, offering analysis and solutions whenever possible.
- Reports any accidents, illness, sickness or signs of abuse or neglect to teacher / principal.
- Maintains excellent attendance and follow correct procedures according to grant protocol
- Participates in training on specific strategies of reading instruction, reading assessments, and data entry/reporting provided by school districts.
- Participates in a series of online trainings provided by the Educational Service Center
- Completes other specific job-related duties as directed by the Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

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