



High School Literacy Tutor

2021-22 Academic Year

Point of Contact:

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Community Engagement Officer

(817) 845-9032

Application Process:

1. Complete online [application](#).
2. Candidates will be contacted to schedule a twenty-minute virtual interview. The interview will allow them time to hear more about the job, for us to learn more about them, and to answer any questions they may have.

Opportunity Locations:

- George C. Clarke Elementary
- Leadership Academy at Como Elementary
- Leadership Academy at John T. White Elementary
- Leadership Academy at Maude I. Logan Elementary
- Leadership Academy at Mitchell Boulevard Elementary

Student Placement: No more than four students present at a Reading Center at any given time. The final number of students we are able to place will be determined by the schedules of the high school students.

Anticipated Timeline:

Early-mid September: Training & Reading Center Set-Up

Mid-late September: Begin Tutoring

Early-mid May: End Tutoring & Reading Center Take-Down

Anticipated Hours:

- Dependent on student availability (sample sessions schedules below)
- **Monday-Thursday:** Regularly scheduled tutoring sessions
- **Friday:** Make-up tutoring sessions

Reading Partners North Texas
2021-22 High School Literacy Tutor Overview

| Sample In-Person Tutoring Schedule | Sample Virtual Tutoring Schedule |
|--|---|
| 8:15-9:00 9:10-9:55 10:05-10:50 11:10-11:55 12:15-1:00 1:10-1:55 2:10-2:45 3:00-3:45* | 8:15-9:00 9:30-10:15 10:45-11:30 12:00-12:45 1:15-1:45 2:15-3:00 3:00-3:45* |

*Leadership Academies only

Sample schedule for high school intern (afternoon):

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|-----------------------------------|-----------------|-----------------|-----------------|--------------------------|
| 8:15-9:00 | Student at the high school campus | | | | |
| 9:10-9:55 | | | | | |
| 10:05-10:50 | | | | | |
| 11:10-11:55 | | | | | |
| 12:15-1:00 | Tutor Student A | Tutor Student B | Tutor Student A | Tutor Student B | Support make-up sessions |
| 1:10-1:55 | Tutor Student C | Tutor Student D | Tutor Student C | Tutor Student D | |
| 2:10-2:45 | Tutor Student E | Tutor Student F | Tutor Student E | Tutor Student F | |
| 3:00-3:45* | Tutor Student G | Tutor Student H | Tutor Student G | Tutor Student H | |

Reading Partners North Texas

2021-22 High School Literacy Tutor Overview

Sample schedule for high school intern (morning):

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|-----------------------------------|-----------------|-----------------|-----------------|--------------------------|
| 8:15-9:00 | Tutor Student A | Tutor Student B | Tutor Student A | Tutor Student B | Support make-up sessions |
| 9:10-9:55 | Tutor Student C | Tutor Student D | Tutor Student C | Tutor Student D | |
| 10:05-10:50 | Tutor Student E | Tutor Student F | Tutor Student E | Tutor Student F | |
| 11:10-11:55 | Tutor Student G | Tutor Student H | Tutor Student G | Tutor Student H | |
| 12:15-1:00 | Student at the high school campus | | | | |
| 1:10-1:55 | | | | | |
| 2:10-2:45 | | | | | |
| 3:00-3:45* | | | | | |

Literacy Tutor Job Description

Tutors are essential to carrying out our mission, which is to assist elementary school students in literacy development and inspiring children to be life-long readers. Tutors engage in Reading Partners curriculum with selected students in one-on-one tutoring sessions. Tutors collaborate with the Reading Partners Coordinator at our partner schools to assess the student's needs and how best to address them. The children that tutors work with are performing below their expected academic grade level and enjoy the benefits of working with a tutor to improve their overall reading skills.

Watch this video to learn more.

Reading Partners will:

- provide hands-on training and ongoing coaching before, during, and after tutoring sessions so that students can live up to their highest potential as tutors.
- provide a safe, positive and structured environment that is conducive to learning.
- provide consistent tutoring and miscellaneous side projects for students to work up to 20 hours per week, dependent on student availability.
- sign or submit any necessary paperwork (based on FWISD requirements) in a timely manner.

Reading Partners North Texas

2021-22 High School Literacy Tutor Overview

Literacy Tutor Job Description, continued

Daily responsibilities include:

- supporting the pick-up and drop-off of elementary students at their classrooms.
- preparing for each lesson by reviewing the lesson plan, notes from the previous lesson, and preparing needed materials.
- leading 1-1 tutoring sessions.
- completing tutor notes and updating student progress in the curriculum after each lesson.
- assisting in running the tutoring center, including substitute tutoring, assisting in preparing sessions for volunteer tutors, and additional duties, as assigned.

Tutors must:

- agree to and follow the [Tutor Code of Conduct](#).
- commit to working for the 2021-22 school year.
- be punctual, attentive, and engaged in tutoring sessions. Unexcused and excessive absences or unsatisfactory performances are unacceptable and are grounds for discipline up to and including dismissal.

An excellent tutor:

- communicates effectively.
- builds relationships with the elementary students they support.
- ensures high fidelity of the Reading Partners model by following and effectively delivering Reading Partners lessons.
- effectively manages their time.
- can balance multiple competing priorities at once.
- remains adaptable, flexible, and positive while navigating challenges.
- anticipates challenges and/or questions, and proactively acts to address them.

Reading Partners North Texas
2021-22 High School Literacy Tutor Overview

Literacy Tutor Training

Part 1: Reading Partners Program Overview

Part 2: Emerging Readers Curriculum

Part 3: Beginning Readers Curriculum

Part 4: Advancing Readers Curriculum

Part 5: Shadow Session (HS student watches Reading Partners team member deliver a session)

Part 6: Observation Session (Reading Partners team member watches HS student deliver a session)

Additional support and training provided as necessary.