



# COLORADO YOUTH FOR A CHANGE

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## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Early Learning Tutor
<b>REPORTS TO</b>	Program Staff, Coaches
<b>SERVICE LOCATIONS</b>	Positions available in northern Colorado and Denver Metro Area

### ORGANIZATION OVERVIEW

Colorado Youth for a Change (CYC) is an educational nonprofit organization with a statewide scope. CYC's mission is to solve Colorado's dropout crisis. CYC provides a continuum of services from Prekindergarten through high school to help students find success through tutoring, case management, and outreach to help in-school youth remain in school or out-of-school youth return to school. Reading Corps is the first step along that continuum to support students.

### PROGRAM OVERVIEW

Early Learning Corps promotes individualized learning experiences through play, song, instruction, activities, and conversation. The goal is to prepare preschoolers to be ready for Kindergarten — and it's working:

- Preschool students achieve significantly higher assessment scores than their peers by the end of one year.
- Students demonstrate greater growth than their peers, regardless of gender, race, or dual language learner status.

### POSITION SUMMARY

The Early Learning Tutor is embedded into a classroom of children ages 3 – 5 and serves alongside a teacher to develop children's early literacy and math skills in preparation for Kindergarten. Tutors are trained in research-based early learning strategies and collaborate with the classroom teaching staff to enhance daily literacy and math opportunities and conduct literacy and math assessments to increase the number of children on target with early reading and math predictors. This is an AmeriCorps service member position.

**ESSENTIAL FUNCTIONS-** *This list is meant to be comprehensive of the duties of the Early Learning Tutor. Due to the configuration of the classroom (e.g., multiple AmeriCorps members present) some duties may be divided or shared.*

#### Early Literacy and Numeracy Intervention and Assessment

- Engage in meaningful and fun literacy and math activities throughout the day, focusing on skills that give children the opportunity to talk, read, count, write, and play.
- Implement elements of the Literacy and Math Rich Schedule, including greeting children at arrival, helping children write their name at sign-in, having back and forth conversations at mealtime, conducting a Repeated Read Aloud in small group settings, journaling, enhancing literacy and math during choice time, leading one on-one and/or small group targeted strategies daily for select children, and leading literacy and math-rich transitions.
- Provide additional support to a minimum of 7 children daily in a one-on-one and/or small group setting using scripted early literacy or early math strategies; achieve a high degree of fidelity to the scripted strategies.



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- Assess, with high level of accuracy, child outcomes and progress using tri-annual benchmark assessments and ongoing progress monitoring assessments.
- Identify students who qualify for targeted one-on-one and/or small group Reading Corps tutoring services based on assessment data with direction from the teacher and coaches.
- Provide complete, accurate, and timely documentation of students' progress scores and strategies using an online database; maintain confidentiality of all student data.
- Participate in regular coaching sessions (includes observation of tutor) to review student progress, plan, problem-solve, and set goals; act on constructive feedback from coaching sessions.
- Provide opportunities for family literacy and math partnership for Reading Corps children, including implementing the Reading Corps family engagement literacy and math strategy – “Talk, Read, Write, and Count with Me!”

### Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Communicate regularly effectively with coaches, Reading Corps staff, classroom teacher(s), and site personnel.

### Attendance

- Demonstrate regular, timely attendance during school hours Monday-Friday, along with before/after school hours as scheduled.
- Commit to service for the full service term, serving the total commitment of hours (1,200 for tutors starting in the August, reduced terms with proportionate benefits may be offered to tutors starting later in the school year) within the term.
- Participate in all required Reading Corps sponsored training sessions, meetings, and coaching sessions, including peer professional development/cluster meetings, and member meet-ups; travel as necessary.

### **SECONDARY FUNCTIONS**

- Attend site-sponsored activities (e.g., family night) and participate in site-sponsored meetings or other activities.
- Collaborate with other program participants to complete group service projects.
- Complete and maintain hours plan to ensure completion of service hours in collaboration with Coaches and Program Staff.
- Complete additional tasks as part of an action or professional development plan as assigned by Coaches or Program Staff.
- Complete Service Reflections, success highlights, and other outreach activities.
- Support Community Needs through COVID-19 Response in the following ways:
  - support students/families/communities with accessing technology needs while schools are closed
  - support students/families/communities with accessing food while schools are closed



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- support students/families/communities with accessing hygiene and basic needs resources while schools are closed
- serve at community organizations, food banks, and faith based institutions that are responding to community needs

### **SERVICE CONDITIONS**

- The service is performed primarily in a school setting, however, there are a few service days that may be performed under other conditions, such as outside in a park, at a donations sorting center, or in a conference center for training and professional development.
- Bi-monthly trainings will be conducted online using the Zoom platform

### **TRAINING REQUIREMENTS**

- AmeriCorps Orientation
- Early Learning Corps Institute
- Mandated Reporter Training
- Additional training and coaching provided on a monthly basis throughout program year

### **BENEFITS**

- Living allowance of \$1,215 pretax distributed twice a month
- Eli Segal Education Award of up to \$4,546.50 for the 1200 hour term (for tutors starting Aug), \$3,247.50 for the 900 hour term (starts later in the fall), and \$2,474.27 for the 675 hour term (starts January)
- Health Insurance through Corps Network - Cigna
- Transit assistance for service related travel outside of normal commute (in the form of mileage reimbursement or public transit assistance)
- Federal Loan Forbearance
- Ongoing professional development

### **MINIMUM QUALIFICATIONS**

- Must be 17 years or older by start date (17 year olds must have guardian permission)
- Must have at least a high school diploma or recognized equivalent by start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service background check.
- Must not have served 4 or more prior terms of service with AmeriCorps.
- Speak, read, and write English fluently.
- Interest in education, specifically helping young children develop early language and literacy skills.
- Dedication to community service.
- Basic computer skills, including the ability to navigate online systems and email.
- Energetic, results-oriented, student-focused style.



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- Strong planning and time-management skills.
- Strong capacity to be flexible and adaptable to varied circumstances, paired with a conscientious commitment to adhere to the Reading Corps tutoring model with fidelity.
- Consistent follow-through.
- Ability to accept and incorporate constructive feedback from coaches and program staff.
- Ability to work with diverse personalities.
- Ability to adapt to a sometimes challenging and high-pressure environment.
- Strong personal standards of excellence, ethics, and integrity.

For additional information on the benefits provided and commitment required, please visit <https://youthforachange.org/our-programs/colorado-early-learning-corps/> or contact CYC's Manager of Recruitment Cassie Dubov at [CassieD@youthforachange.org](mailto:CassieD@youthforachange.org).

*CYC and Colorado Reading Corps is committed to inclusion and prohibits unlawful discrimination on the basis of genetic information, sex, sexual orientation, gender identity, gender expression, race, color, national origin, age 40 and over, religion, disability, or any other applicable status protected by federal, state or local law.*

*CYC and Colorado Reading Corps will make reasonable accommodation for otherwise qualified individuals with known disabilities or whose service requirements interfere with a religious belief unless doing so would result in an undue hardship or a direct threat to CYC/Reading Corps. Please contact Human Resources at 303.292.2779 to request accommodation or for questions/concerns regarding this policy.*