



POSITION DESCRIPTION

POSITION TITLE	Early Learning Tutor
REPORTS	Program Manager, Coaching Specialists
SERVICE LOCATIONS	Positions available across the state

ORGANIZATION SUMMARY

Colorado Youth for a Change addresses barriers to learning by providing individualized supports throughout pivotal stages of students' education journeys. Together with stakeholders, partners, and over 30 Colorado school districts, we support children and youth from PreK through high school to maximize their learning and growth. CYC began implementing Early Learning Corps in Colorado in 2020 to provide early interventions to PreK 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 supported by Early Learning Corps achieve significantly higher assessment scores than their peers by the end of one year.
- Students supported by Early Learning Corps demonstrate greater growth than their peers, regardless of gender, race, or dual language learner status.

POSITION SUMMARY

This is an AmeriCorps service member position within an AmeriCorps program, Early Learning Corps. 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.

Students make the most progress when you are there, so our tutors serve during school hours and are needed for the entire school year. The position is full-time (35- 40 hours per week), with school breaks and holidays off. This position begins on August 14th, 2023 and ends on May 31st, 2024.

ESSENTIAL FUNCTIONS

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.



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- 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.
- 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 Early Learning 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 Early Learning Corps children, including implementing the Early Learning Corps family engagement literacy and math strategy – “Talk, Read, Write, and Count with Me!”
- Participate in all required Early Learning Corps sponsored training sessions, meetings, and coaching sessions, including peer professional development/cluster meetings, and member meet-ups; travel as necessary.

Communication

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

HOURS AND TERM OF SERVICE

Members are required to serve full-time (35-40 hours a week), during a typical school schedule. Daily hours are usually within the time frame of 7:30am to 4:30pm, Monday through Friday. However, this can be flexible depending on the needs of the site and/or the member. Members have off during school breaks or holidays when the students are not in school. Members may attend site-sponsored activities (e.g., family night).

This schedule format will help you meet your 1200-hour requirement between August 14th, 2023 and May 31st, 2024. *Members are required to commit to the full term of service.* Members are required to participate in regular team meetings via Zoom. On August 14th, members will begin their term of service with two weeks of orientation via Zoom, and begin in their school after completing training.

MEMBER TRAINING

Members will participate in a two-week onboarding training at the beginning of their service term. Currently, all of orientation is completed online. Members will participate in Zoom meetings, interactive trainings, and self-directed learning projects. During orientation, members will be trained on equitable student support, individualized student support strategies, mandated reporting, data entry, and more. Members will complete their Early Learning Corps Institute training during orientation. Members will participate in ongoing professional



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development trainings facilitated by CYC staff and through community partners of CYC at least twice per month. Members will also participate in professional development opportunities at their service sites which vary depending on the site.

SERVICE LOCATION

CYC AmeriCorps members will be placed at one school during their term of service. Placement will be determined based on the preferences of the member, needs of the member and the needs of the school. Typically, member location and mode of transportation are the biggest consideration. Although members are placed at one school, there will be regular opportunities to connect as a larger team with your fellow Early Learning Corps members. Service locations sites are located throughout the state of Colorado.

POSITION REQUIREMENTS

- 17 years or older by start date (17-year-olds must have guardian permission)
- Be a U.S. citizen or lawful permanent resident
- Have a high school diploma or G.E.D
- Not have served more than the allowed number of AmeriCorps terms previous to this term.
- Submit to a full background check, including a sex offender registry check, state criminal history registry check, and FBI fingerprint-based check. This position has recurring access to vulnerable populations and selection is contingent upon satisfactory results of these checks.
- Speak, read, and write English fluently
- Basic computer skills, including the ability to navigate online systems and email.

PREFERRED QUALIFICATIONS

- Interest in education, specifically helping children develop early literacy and numeracy skills.
- Dedication to community service.
- 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 Early Learning 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 identities.
- Ability to adapt to a sometimes challenging and high-pressure environment.

BENEFITS

- Free and immediate health insurance through Corps Network - Cigna
- Living allowance of \$1,257 pretax distributed on the 3rd and 18th of every service month
- Eli Segal Education Award of up to \$4,826.50 for completing the 1200-hour term (for members starting in August), \$3,447.50 for completing the 900-hour term (for members starting in October), and \$2,626.27 for completing the 675-hour term (for members starting in January)
- Bus pass for everyday commute for members utilizing public transportation OR mileage reimbursement for members utilizing a personal vehicle for any miles traveled during the school day (this DOES NOT include reimbursement for normal commuting miles)



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- Members participate in professional development and training including topics such as motivational interviewing, restorative practices, positive youth development, equity and anti-oppression, education policy and funding, etc.
- Access to the Member Assistance Program (MAP) that provides free, confidential, 24/7 phone counseling to members and 3 free in-person or telehealth sessions with a licensed clinician.
- Federal Loan Forbearance – AmeriCorps will pay off interest that is accrued during your term of service on all eligible student loans.

Questions? Please contact CYC's Talent Acquisition Manager, Cassie Dubov, at CassieD@youthforachange.org.

CYC and Early Learning 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 Early Learning 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/Early Learning Corps. Please contact Human Resources at 303.292.2779 to request accommodation or for questions/concerns regarding this policy.