

Literacy Now Job Description

Job Title: Reading Interventionist

Job Status: Part-time Salaried, Non-Exempt

Reports to: Area Program Manager

Job Description: Interventionists are responsible for the supervision and safety of program participants while creating and delivering an engaging learning experience.

Required Skills: Interventionists must have a strong desire to work with youth and passion for making a difference. Previous experience working with youth and a bachelor's degree (degree in Education preferred) is a must. Interventionists will have strong communication and problem-solving skills, and willingness to be part of a team.

Program Delivery:

Interventionists are ultimately responsible for the supervision and safety of program participants. Interventionists will:

- Provide a safe, fun, engaging and welcoming environment.
- Create & deliver lesson plans. Follow curriculum as outlined in Reading Intervention manuals.
- Develop a relationship with each student in his/her groups.
- Maintain order and engage students within his/her groups.
- Monitor each student's on-going progress and keep a file on each student including but not limited to pre/mid/post testing, as well as monthly progress monitoring tracking for the students in their group.
- Attend and help facilitate parent engagement workshops for his/her site, which may be scheduled at times outside of his/her regular work schedule, including early mornings and/or evenings.
- Develop and maintain strong parent partnerships for each student frequent and on-going communication through phone calls, emails, or any communication applications determined by Literacy Now or the school.
- Demonstrate operational knowledge of the internet and web-based technologies.
- With guidance from Site Coordinator, maintain contact with teachers regarding progress of students, any concerns that arise during tutoring, & any student specific needs expressed.
- Follow guidance and direction from Site Coordinator, Instructional Coach, Area Program Manager, and Program Director for program delivery.
- Maintain program supplies by performing ongoing inventory and requesting supplies when needed (minimum 2-week lead time).

Other Responsibilities:

- Ensure the Literacy Now Reading Intervention program maintains the highest of standards and quality programming.
- Always ensure the safety of children. At no time should a child be left unsupervised.
- Report and document incidents as outlined in the Guidance Methods in the Literacy Now staff manual.

Literacy Now Job Description

- Adhere to the Health & Safety guidelines as outlined in the Literacy Now staff manual, including reporting all accidents, incidents, suspected/reported abuse to parents & emergencies (school lock downs, etc.), on the day that they occur, to Program Director.
- Always carry student roster.
- Ensure all classroom environments & activities are safe; report & remove all broken equipment.
- Daily maintenance of classroom – keep your table and surrounding area free of clutter and debris, store all materials in a neat & organized manner, sanitize your tutorial table at beginning and end of day.
- Be a good role model and always display strong character values and respect students, co-workers, and faculty.
- Arrive at work on time with a positive attitude and ready to work.
- Attend all meetings and trainings.
- Respect and abide by all policies and procedures set forth by Literacy Now. Read your employee manual.
- Wear appropriate business attire – no jeans or shorts on school campuses.

Safety & Risk Management

- In-house trainings must be complete, and renewed annually, before working with youth.
- Interventionists should be aware that all information published on a blog or public website (Facebook, etc.) is publicly accessible. You are advised to be mindful that the information you post on the Internet will likely be seen by members of the Literacy Now community and could reflect poorly on your character. Therefore, information posted on public websites that reflects poor character values is putting your job at risk.
- Interventionists may not be alone with or have contact with children they meet in Literacy Now programs outside Literacy Now. This includes babysitting, sleepovers, riding in cars, conversing with on the phone via spoken word or text, through online media, or inviting children to their homes.

Work Schedule

The Interventionist position is part-time running from the last week of August – April, between the hours of 7:30 a.m.-2:30 p.m. (schedules are different based on each school). Employee is expected to be in his/her tutoring space at the time determined by the Program Director, for that program site (see site schedule), as well as for training and regularly scheduled meetings (see calendar). Schedule may change due to unforeseen circumstances. The above schedule may not contain all mandatory training and meeting dates.

By signing below, the Interventionist understands and accepts all rules and responsibilities of job described above.

Employee

Signature of Employee

Date