

Literacy Now Job Description

Job Title: Reading Interventionist

Job Status: Part-time Salaried, Non-Exempt

Reports to: Area Program Manager

Job Description: Reading Interventionists must have a passion to work with young struggling readers and the ability to create and deliver an engaging learning experience. Building relationships with students and their parents establish the foundation for success. Utilizing the SIPPS (Systematic Instruction in Phonological Awareness, Phonics & Sight Words) curriculum, Reading Interventionists work with small groups of four students to improve their foundational reading skills with the long-term goal of ensuring students are reading on grade level by the 3rd grade.

Required Skills: Reading Interventionists must have a passion to work with young struggling readers and the ability to create and deliver an engaging learning experience. 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 a 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 and deliver lesson plans. Follow the curriculum as outlined in the curriculum manuals.
- Develop a relationship with each student in his/her group.
- Maintain order and engage students within his/her groups.
- Monitor each student's ongoing progress and keep a file on each student including but not limited to pre/mid/post-testing.
- Document the weekly progress of each student in his/her 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's family frequent and ongoing communication through phone calls, emails, or any communication applications determined by Literacy Now or the school.
- With guidance from the Site Coordinator, maintain contact with teachers regarding the progress of students, any concerns that arise during tutoring, & any student-specific needs expressed.
- Follow guidance and direction from the 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:

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- 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.
- 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, and sanitize your tutorial table at the beginning and end of the day.
- Be a good role model and always display strong character values and respect for 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 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 – to April, between the hours of 7:30 a.m.-2:30 p.m. (schedules are different based on each school). The 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). The 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 the job described above.



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Employee

Signature of Employee

Date