



Raising Readers

in Story County

Harrison Barnes Reading Academy

Afterschool Reading Buddies Tutoring Site Supervisor

Fall 2019/Spring 2020

Primary Function: The HBRA Reading Buddies Site Supervisor will assist Raising Readers in Story County (RRSC) and the Program Coordinator to achieve the goals of school readiness and reading proficiency for kindergarten through third grade students, including maintaining students who are at a proficient level. Site Supervisor positions run late-September through the end of April.

- The Site Supervisors will oversee all volunteer tutors (at 1-2 sites) and serve as a resource for the program
- The Site Supervisors will develop lesson plans for each child at their sites based on the child's interest and abilities
- The Site Supervisor is responsible for helping train tutors on Words Their Way curriculum
- The Site Supervisor will effectively communicate with parents of participants for the duration of Reading Buddies

Harrison Barnes Reading Academy is a community-based literacy support program for elementary school age students to help promote literacy skill development and growth. It is offered during the school-year at no charge to families. RRSC recruits volunteer tutors who receive training on how to use Words Their Way, a curriculum shown to be effective with young readers. Each Site Supervisor would be on site once a week at each of their tutoring locations as well as weekly lesson planning time for each student at their sites.

Please submit a cover letter, resume, three references, and brief responses (few paragraphs) to the following questions. Submit the requested items to Lisa Reeves, Executive Director, at literacy@raising-readers.org by 5 p.m. on Monday, September 23rd, 2019.

- 1. What is your experience working with school-age children?**
- 2. What is your experience with assessments to measure child development, literacy and adult learning?**

Responsibilities of this program include:

Oversee all volunteer tutors and serve as a resource to them

- Become familiar with Raising Readers in Story County, Reading Buddies tutoring program, parent engagement challenges and opportunities, learning goals, and research about literacy.

- Communicate weekly with your volunteer tutors (in person and through emails)
- Facilitate necessary communication among participants
- Determine books/activities for the children weekly
- Interpret pre/post WTW Spelling Inventory for each student.

Develop lesson plans and organize materials for each child at the site based on their interests and abilities

- Each tutoring session is 45 minutes long and children attend once a week
- Determine the current level of children's involvement in at-home reading and incorporate strategies for increased at-home reading
- Send out lesson plans for each child to their volunteer tutor weekly via email
- Flexible schedule for planning time for each site

Collect pre-and post-test data

- Administer pre and post documentation
- Maintain records of student attendance and progress

Weekly email to each child's family to encourage attendance, home reading, and the child's progress.

Submit detailed documentation at the end of program for staff and volunteers who will continue future programs, including the identification of problems and suggestions for improvement of the programs.

Schedule: Paid Staff, 10 hours per week. Supervisors would begin in late September with program running October 1st through the end of April 2020.

Compensation: \$10/hour

Reports to: Program Coordinator

Experience and/or Knowledge, Skills and Abilities: Experience in working with children preferably in early childhood subjects, with accompanying organizational skills to plan, execute and evaluate

- Highly competent in communications (verbal and nonverbal) to engage and motivate others
- Ability to organize, prioritize and work effectively independently
- Must be adaptable to change
- Ability to think creatively to design and implement innovative programming
- Comfortable using technology: MS Office, email, survey, database mgmt., social media, apps, etc.
- Ability to supervise students and volunteers

Qualifications:

- 1) Education Major or Child, Adult and Family Services Major preferred, all majors considered
- 2) Experience working with children and/or adults

3) Access to reliable transportation

Raising Readers in Story County is an Equal Opportunity Employer