



Literacy Tutor Job Description

Position Overview

The Part-Time Literacy Tutor will support K to 8th grade Charlotte Mecklenburg School (CMS) scholars in their reading development by offering high-impact tutoring with the Helping Early Literacy with Practice Strategies (HELPS) program, partnership with Freedom School Partners (FSP). Under the leadership and direction of FSP, this position will be a part-time, hourly position. Tutoring will be completed in-person at the local FSP sites.

FSP reserves the right to amend the description or eliminate the need for the position due to unforeseen circumstances

Primary Responsibilities

- Successful completion of training and practice activities for specific HELPS tutoring intervention (approximately 12-20 total hours)
- Participation in coaching in order to use HELPS with maximum impact
- Implement the HELPS One-on-One Literacy intervention to 4 groups of 3-4 scholars each week, with each group receiving three 30-minute sessions per week
- Establish a friendly, encouraging, and welcoming tutoring environment for scholars
- Report to all assigned tutoring shifts on time
- Accurately complete all necessary forms per tutoring session
- Provide advance notice of any planned absences to the on-site Tutoring Facilitator
- Ensure tutoring environment in distraction free
- Provide timely communication to the Tutoring Facilitator regarding scholar progress and challenges
- If needed, communicate with FSP on-site staff to support student attendance and provide updates on scholar progress
- Maintain current tutoring log for reporting and payroll
- Reinforce positive behavior and learning for all scholars

Skills Required

- Bachelor's degree and work experience in the education field
- High school-level English proficiency (in order to model and correct students' English reading skills, which include phonics, fluency, and comprehension)
- Ability to work 2-3 hours per day 3 days each week (Tuesday-Thursday), 10am-12pm (possible afternoons)
- 100% attendance of training, tutoring sessions, and job-related meetings with a maximum of 2 unscheduled absences
- Proficiency with Google Docs/Sheets and Microsoft programs
- Fully vaccinated against COVID-19
- Valid ID and reliable transportation
- Satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Tutoring Facilitator

Compensation and Benefits

- \$20/hour for a maximum of 9 hours per week
 - Tutors will be paid for initial orientation, tutor training, HELPS tutoring sessions, as well as tutor coaching that may occur outside of student tutoring sessions
- June 20, 2022 – July 28, 2022 (training will be held before June 20th, dates TBD)
- This position does not qualify for benefits, paid holiday time or paid time off

About Freedom School Partners

Freedom School Partners is a nonprofit organization with the mission to “promote the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning.”



Application Process

Interested applicants should complete the application located at [this link](#), which includes uploading a resume. Applications will be reviewed on a rolling basis and will continue until positions are filled.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Equal Employment Opportunity

FSP desires to have a work-force, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.