



On-site Literacy Tutoring Facilitator Job Description

Position Overview

The Part-Time On-site Literacy Tutoring Facilitator will serve as the facilitator of the tutoring program at one the Freedom School Partners (FSP) sites around Charlotte. This position will support the Literacy Tutors who are tutoring 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.

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
- Manage the day-to-day tutoring activities of the FSP site
- Support the Literacy Tutors in the implementation of 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
- Provide materials, if needed, for the Literacy Tutors for each session
- Establish a friendly, encouraging, and welcoming tutoring environment for scholars
- Ensure that all necessary forms per tutoring session are completed accurately
- If needed, fill in for an absent Literacy Tutor
- Ensure tutoring environment in distraction free
- Communicate with the Regional Director and/or Senior Program Director regarding tutoring and/or scholar issues
- If needed, communicate with FSP on-site staff to support student attendance and provide updates on scholar progress
- Maintain the 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 manage small team
- 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 Coordinator

Compensation and Benefits

- \$22/hour for a maximum of 9 hours per week
 - Facilitators 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.