



VACANCY ANNOUNCEMENT

POSITION: MS ExTRA Tutor
DEPARTMENT: Youth Services
LOCATION: SONYC Program at PS/MS 84, Jose De Diego School
REPORTS TO: SONYC Director, Assistant Program Director, Tutor Liaison
SALARY: \$15.00 per hour
DATES: August 29, 2015 – June 23, 2016 – School Year
SCHEDULE: Monday through Friday, 2:00 pm – 6:00 pm, approx. 15-20 hours per week
This position is performance based and is also contingent on funding availability.

JOB SUMMARY: As part of our Youth Services Department's vision: all Youth Services Staff will assist in promoting growth, leadership and positive self-image in all young people at all of our Grand Street Settlement sites. MS ExTRA tutors will provide daily guided reading instruction to students in a small group setting up to five days per week. The guided reading instruction is designed to enhance a student's comprehension and to foster a love of reading. MS ExTRA tutors will promote and develop a safe and engaging learning environment for youth. Tutors will provide academic assistance and enrichment to program participants via one on one and/or group sessions. In the end, students will be able to gain the skills necessary to improve their academic performance.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Associate's Degree or at least two years of college credit towards a Bachelor's Degree
- Must be an avid reader who has a desire to elicit a passion for reading in youth
- Qualifying test score on a high school-level reading comprehension assessment
- Three (3) or more years' experience & expertise working with youth (volunteer experience is acceptable)
- Three (3) or more years' experience coaching, instructing, or facilitating curriculum-based lessons (to youth preferred)
- Must have experience working with youth in grades 6-8
- Ideal candidate is personable, energetic, & enthusiastic
- Ideal candidate has experience facilitating lessons in a classroom and/or afterschool setting
- Candidates must be able to communicate effectively with all students while remaining professional at all times and be able to motivate the students while setting an example in all areas, including responsibility, timeliness, organization, attendance and most importantly, professionalism
- Candidate must successfully complete the following: NYSDOH Fingerprinting Screening; New York State Clearance Review Background Check (If offered the position, must submit \$25 fee for NY State Clearance Review); 3 Reference Checks; Physical w/ updated TB Test (Fees may apply)

- Bilingual preferred (Spanish).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Instruct students in small group settings to supplement and enhance traditional in-class reading/English language arts instruction
- Prepare lesson plans in accordance with a prepared program curriculum as dictated by the individual needs of each student
- Work daily with two or three groups of up to six students each, leading students through high-interest texts (novels, non-fiction chapter books, short stories, articles, etc.) using a guided reading curricular model
- Coordinate with the campus-level site coordinator, classroom teachers, school administration, and parents to maximize student achievement
- Share special interests/ talents; work with students in enrichment areas in addition to small group reading instruction
- Must attend three mandatory Professional Development trainings at TASC, dates: August 29-31
- Assist with academic enrichment by offering tutoring services to students
- Work closely with the Education Specialist/Director to create strategies for academic improvements as well as teachers and school administration
- Work to maintain an acceptable average daily cohort of students
- Assist in testing and follow-up activities with youth
- Maintain daily attendance information and provide documentation of progress and written reports as necessary
- Collect and assess report cards and test scores
- Coordinate and facilitate academic activities such as games and events
- Attend staff meetings and provide assistance to the team as necessary
- Other duties as assigned.

HOW TO APPLY:

Submit a resume and thoughtful cover letter, outlining how your skills & experience meet the position you are applying for. Also, provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header “**MS ExTRA Tutor**” to rlopez@grandsettlement.org

No phone calls, please.

EOE

Please be advised that job offers can only be made once your clearances come through