

## Position Description

### POSITION PROFILE

**Position Title:** Reading Ready First/Second Grade Tutor

**EOU Department/College:** College of Education - Reading Clinic

**EOU Supervisor Title:** Jessica Hagedorn, Faculty

**Typical Job Duration:** From October 9 to December 14, 2023, with options to continue during winter and spring terms.

**Job Level:** \$15.20, plus a \$250 scholarship per term, Level 5

**Type of Schedule/Typical Hours:** Tutors are required to commute to a designated La Grande Elementary School and will be assigned tutoring slots between 8-11 AM and/or 2-4 PM, 3-5 times per week.

**Typical Number of Hours Per Week:** Based on the assigned slots, typically between 3 to 10 hours per week.

### POSITION INFORMATION

#### **Student Position Description Summary:**

Make a difference and lasting impact on 1st and/or 2nd grade students in our local community who need support to be the best readers they can be! By using a specific literacy intervention called Reading Ready, you will help students learn early literacy foundational skills. Reading Ready sessions take about 20 minutes per student. You will be assigned 3-6 students and work with each individually 3-5 times per week. No prior tutoring experience is required. All tutors

Eastern Oregon University is an EEO Employer and welcomes application from women, members of historically underrepresented minority groups, US Veterans, and persona with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

will receive professional development that builds both their skills and commitment to serving the needs of their students. These professional development sessions instruct on best practices for tutors to be culturally relevant in their intervention execution and attentive to the social/emotional needs of their students. Tutors are trained to be strengths-oriented and frequently talk with their students about their progress. The positivity that tutors bring to each session and their ability to target instruction creates an environment conducive to students making large gains in their reading.

### **Job Duties/Responsibilities/Essential Functions:**

- Ability to commute to a La Grande Elementary School (~2 miles from campus) 3-5 times per week from October until winter break. Tutors will be assigned a one to two hour tutoring slot between 8-11 am and/or 2-4 pm.
- Complete background check, fingerprinting, and any other requirements by the university and/or partner schools (paid for by university)
- Attend ongoing 1:1 or whole group tutor meetings as requested by the Director of Tutoring Services.
- Complete ~4 hour online training independently prior to tutoring
- Data entry for each tutoring session
- Track and submit timesheets
- Submit 2-3 recordings of sessions with a student to support tutor growth and maintain program expectations
- Keep tutoring materials organized and bring to each session

## **HIRING CRITERIA**

### **Minimum Qualifications:**

- Training and tutoring commitment begins September 29 and continues through October 6. Tutoring will begin the week of October 9 and continue until December 14, 2023. - Option to tutor during winter and spring terms will also be available.
- Tutors must participate in paid training the week of September 25-29.
- Schedule allows for tutoring 3-5 times (in one hour sessions) during the following times: 8 to 11 am; 2 to 4 pm
- Comfortability working in a school setting and facilitating 1:1 sessions with young students
- A positive attitude and growth mindset while working with students
- Willingness to learn about key literacy concepts
- Ability to follow written directions
- Organized, timely, responsible and professional

### **Preferred Qualifications:**

- Education major/minor students
- Career interest in working with children

### **Desired Knowledge, Skills & Abilities:**

- **Educational Techniques:** Understanding of early literacy development and instructional strategies.
- **Interpersonal Skills:** Ability to engage and motivate young learners.
- **Adaptability and Patience:** Flexible in adapting teaching methods to meet individual student needs.

## **STUDENT LEARNING OUTCOMES**

*As a result of completing this internship, the student will:*

### **Academic Learning Outcomes:**

- Develop and refine teaching strategies that support early literacy.

### **Industry Learning Outcomes:**

- Gain hands-on experience in elementary education and literacy development.

### **Career-Readiness Learning Outcomes:**

- Build skills in communication, patience, and adaptability essential for educational careers.

## **PROFESSIONAL DEVELOPMENT & TRAINING**

### **Professional Development & Training**

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## **LEARNING ASSESSMENT & PERFORMANCE EVALUATION**

### **Learning Assessment and Performance Evaluation**

Eastern Oregon University is an EEO Employer and welcomes application from women, members of historically underrepresented minority groups, US Veterans, and persona with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework