

## Position Description

### POSITION PROFILE

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

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

**EOU Supervisor Title:** Faculty

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

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

**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 Kindergarten, 1st and/or 2nd grade students in our local community! By using an intervention called Reading Ready, you will help students learn foundational literacy skills. Reading Ready sessions take about 20 minutes per student. You will be assigned 3-6 students to work with 4 times per week. **No prior tutoring experience is required.** All tutors will receive paid professional development that builds both their skills and commitment to serving the needs of their students. By bringing positivity and targeted instruction, tutors help students achieve significant reading gains.

### Job Duties/Responsibilities/Essential Functions:

- 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 6 hour paid 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
- Commute to a La Grande Elementary School (~2 miles from campus) 4 times per week on Mondays, Tuesdays, Thursdays and Fridays from October until winter break.
- Tutors will be assigned a tutoring slot between 8:00-9:30 AM and/or 9:15-10:30 am

## HIRING CRITERIA

### Minimum Qualifications:

- Training and tutoring commitment begins September 23 and continues through October 4. Tutoring will begin the week of October 7 and continue until December 13, 2024.  
**\*Option to tutor during winter and spring terms will also be available.**
- Tutors must participate in all paid training sessions between September 23-October 4.
- Schedule allows for tutoring 4 times per week (M,T,Th,F) during the following times: 8:00-9:30 AM and/or 9:15-10:30 am
- Comfortability working in a school setting and facilitating 1:1 sessions with young students
- Organized, timely, responsible and professional

### **Preferred Qualifications:**

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

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

- Reliable and committed
- Willingness to learn about key literacy concepts
- Ability to receive and apply feedback as given
- Have a positive attitude and growth mindset while working with students
- Professional demeanor while working in a school setting and facilitating 1:1 sessions with young students
- Organized and able to accurately record student progress daily

## **STUDENT LEARNING OUTCOMES**

*As a result of completing this Employment, 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:

- Complete 6-hour online training independently prior to tutoring
- Attend all in-person training and practice sessions between Sept. 23 and Oct. 4.
- 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

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