

KERNODLE CENTER TUTOR POSITION DESCRIPTION

Roles and responsibilities of tutors include:

Weekly Tutoring:

- Work with students' teachers to develop and administer skill and grade level appropriate literacy lesson plans.
- Be prompt to two – three weekly tutoring sessions.
- Conduct pre and post assessments with each tutee.

Communication:

- Check and respond to all America Reads related email in a timely manner.
- Notify coordinators, site and carpool group (if applicable) of all absences from tutoring sessions, trainings or monthly reflections.
- Communicate on a weekly basis with teachers or site staff regarding tutees' activities and progress.
- Communicate with coordinators and site contact as problems arise.

Training:

- Attend and participate in required pre-service training workshop and additional supplemental trainings throughout the academic year.

Attendance:

- Absences are limited to 5 per semester, **only 3 of which can be from tutoring**. More than 5 absences in a semester from tutoring, training or monthly reflections will result in removal from the program.