



MICHIGAN  
**EDUCATION  
CORPS**

A HOPE NETWORK INITIATIVE

3075 Orchard Vista Dr SE  
Grand Rapids, MI 49546

616.301.8000  
[mieducationcorps.org](http://mieducationcorps.org)



**POSITION TITLE** K-3 Reading Corps Interventionist  
**REPORTS TO** AmeriCorps Program Director, Program Coordinator,  
Director of Programming and Operations, Internal Coach

**POSITION SUMMARY**

The K-3 Reading Corps Interventionist is placed at an elementary school to provide supplemental practice to children in kindergarten through third grade to develop their reading skills. The Reading Corps Interventionist will use scripted, evidence-based literacy interventions as guided by his or her coaches and will conduct weekly 1-minute assessments to ensure each student is on track to read at grade level. This is an AmeriCorps service member position.

**ESSENTIAL FUNCTIONS**

Early Literacy Intervention and Assessment

- Conduct one-on-one tutoring sessions with students using scripted, evidence-based literacy interventions provided by Reading Corps; achieve a high degree of fidelity to the scripted interventions.
- Assist children in improving their reading skills and abilities to reach grade level expectations.
- Provide opportunities for family literacy involvement for Reading Corps students, including implementing the Reading Corps family engagement literacy intervention - Read at Home! (RAH!).
- Develop and maintain a weekly tutoring schedule for students to allow for a minimum of 15 – 20 children to receive daily 20-minute reading tutoring sessions.
- Identify students who qualify for Reading Corps tutoring services based on a Reading Corps designed assessment with direction from the Internal Coach and Master Coach.
- Assess, with a high level of accuracy, students' continual progress using tri-annual benchmark assessments and ongoing progress monitoring assessments.
- Provide complete, accurate, and timely documentation of students' weekly progress scores and interventions using an online database; maintain confidentiality of all student data.





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- Regularly review student data with Internal Coach and Master Coach to gauge the effectiveness of the literacy intervention being used and determine if a change in strategy is necessary.
- Participate in coaching sessions (includes observation of interventionist); act on constructive feedback from coaching sessions

### Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Build professional relationships and communicate regularly with classroom teachers, Internal Coach, and the Master Coach regarding student schedules, interventions, student progress, etc.
- Communicate effectively with Reading Corps staff and site personnel.

### Attendance

- Regular, timely attendance during school hours each day Monday-Friday, along with before and after school hours as scheduled.
- Service for the remaining school year term, November 26, 2018 through May 25, 2019.
- Attend all required Reading Corps sponsored training sessions, meetings, and coaching sessions, including Professional Learning Groups (PLGs) and Member Meet Ups (when applicable); travel as necessary.
- Full-time tutors: Complete a minimum of 39 hours per week within a 6-month time period (900 total hrs).

### **SECONDARY FUNCTIONS**

- Attend site-sponsored activities (e.g., family night, book fairs, etc.) and participate in site-sponsored meetings or other activities.
- Attend regional AmeriCorps events and National Days of Service.
- Other functions as indicated by the program and/or Service Commission, such as submitting Great Stories in OnCorps, volunteer mobilization, participation in Professional Learning Groups.

### **MINIMUM QUALIFICATIONS**

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or a GED by your start date.





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- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service background checks.
- Must not have served 4 or more prior terms of service with AmeriCorps.
- Speak, read, and write English fluently.
- Interest in education, specifically helping young children develop early language and literacy skills.
- Dedication to community service.
- Basic computer skills, including the ability to navigate online systems and email.
- Energetic, results-oriented, student-focused style, coupled with strong planning and time-management skills.
- Strong capacity to be flexible and adaptable to varied circumstances, paired with a conscientious commitment to adhere to the Reading Corps model with fidelity; consistent follow-through.
- Ability to accept and incorporate constructive feedback from coaches and program staff.
- Ability to serve with diverse personalities.
- Ability to adapt to a sometimes challenging and high-pressure environment.
- Strong personal standards of excellence, ethics, and integrity.

Michigan Education Corps / Reading Corps will not discriminate for or against any AmeriCorps service member or applicant based on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law. Reasonable accommodations provided upon request.

