America Reads Tutor Job Description & Responsibilities

Engage San Francisco - LTMC, Office of the Provost

America Reads Tutors provide literacy tutoring to elementary school students in San Francisco Unified School District (SFUSD) sites and community centers. The America Reads program also offers undergraduate students opportunities for advancement through leadership development and peer-to-peer supervision, after one year of committed and successful employment.

Primary Responsibilities

1. **Attend all tutoring shifts** with assigned K-5th grade students
   a. Create lesson plans and materials for each tutoring session, in order to provide individualized support to students
   b. Arrive at all shifts on time and utilize guidelines provided by America Reads staff if tardiness or an emergency occurs

2. **Attend America Reads bi-weekly staff meetings**
   a. Actively engage/participate in group discussions and activities
   b. Notify America Reads staff of conflicts as soon as possible

3. **Participate in America Reads Training Course** (1A or 1B, depending on your semester of employment)
   a. Note if you are a UTEC student carrying 18 units or more you may be asked to participate in the ESF Literacy

4. **Maintain contact with America Reads Graduate Assistant** throughout the semester
   a. Discuss observations from tutoring sessions, including the creation and utilization of lesson plans, learning techniques, and handouts
   b. Promptly notify the America Reads Graduate Assistant about issues encountered or potential problems that need to be addressed

5. **Contribute to program assessment efforts** by ensuring that all surveys/evaluations are completed and/or distributed to and collected from students

Additional/Logistical Responsibilities

1.) Complete all necessary personnel paperwork outlined by Student Employment at USF, in addition to completing a Live Scan and TB Test for SFUSD
2.) Accurately submit all hours worked via Tutor Log and E-Timesheet systems, using the guidelines provided and by the submission deadline
3.) Model appropriate tutoring attitudes and behaviors, and serve as a resource to staff, students and other members of the USF and SFUSD communities
4.) Attend America Reads Tutor Orientation/Training, typically scheduled to coincide with the start of classes
5.) Communicate scheduling needs and availability accurately before the semester begins, and relay any changes to the America Reads Graduate Assistant in a timely manner
6.) Participate in occasional partnership meetings with school site coordinators or teachers and the America Reads Graduate Assistant

Requirements/Qualifications

- Must be an undergraduate student who qualifies for federal work-study funds
- Must maintain an overall GPA of 2.5 or above (on a 4.0 scale) and be enrolled in less than 18 credits for the current semester
- Must enroll in a one-unit weekly training course during first and second semesters of employment with the program
- Must complete a Live Scan and TB Test (tutor is reimbursed for the cost upon hiring)
- Must exhibit effective interpersonal and communication skills (to be determined by the America Reads staff throughout the application/interview processes)
- Must possess relevant experience to position responsibilities (prior experience in academic support, tutoring, mentoring, etc. is preferred; Spanish-speaking students are encouraged to apply)

Time Commitment and Compensation

America Reads Tutors are hired on a one-semester basis, with the option to return in subsequent semesters based on program needs, availability, and satisfactory performance. Tutors work at SFUSD school sites and community centers between 6-15 hours/week at an hourly wage of $16.00/hour. Please note all compensation is taxable.

Supervisors

Jamie Capetillo, Graduate Assistant for America Reads, Engage San Francisco

Application Procedure

More information can be found on the Engage San Francisco webpage (https://myusf.usfca.edu/mccarthy/programs/engage-san-francisco/americreads) under “America Reads.”

Please contact Jamie Capetillo at jcapetillo@dons.usfca.edu or 415.422.2805 with questions about this opportunity, including how to apply.

Engage San Francisco is an intentional, systematic and transformative university-community initiative that will achieve community-identified outcomes supporting children, youth, and families in the Western Addition neighborhood through student learning, research and teaching consistent with University of San Francisco’s Mission and Vision 2028.