



Read to Succeed Buffalo
Community Alignment for Reading Excellence

A proud affiliate of **AARP** Foundation®
EXPERIENCE CORPS

Experience Corps Volunteer Literacy Tutor

Position Description

Position Title: Literacy Tutor

Service Position Summary: Literacy tutors serve in Buffalo Public elementary schools in Kindergarten through Grade 3, under the direction of the Read to Succeed Buffalo (RTSB) Experience Corps (EC) Literacy Coach and the classroom teacher, by providing tutoring in essential early reading skills. Additionally, tutors build positive relationships that support, encourage and motivate students.

Commitment: A minimum of 4 to 6 hours per week, over 2 days a week, for the entire school year plus additional time for required training and team meetings.

Reports to: Read to Succeed Buffalo Experience Corps Literacy Coach

Responsibilities:

Students

- Work with up to three designated small groups of no more than four students per group. Students will be identified by the teacher and EC Literacy Coach as needing extra reading assistance. Beginning-of-year DIBELS scores and other documentation will support the referral process.
- Tutor students using AARP Foundation EC approved materials, Read to Succeed Buffalo supports and school site provided materials as tailored and supported by the EC Literacy Coach.
- Model appropriate behavior for children.
- Develop positive relationships with students; nurture self-esteem and a positive attitude toward learning.
- Provide whole group assistance through the implementation of the Literacy Assistance model in particular situations.

Training & Team

- Attend and participate in a minimum of 6 to 12 hours of pre-service tutor training prior to the start of the school year or prior to entering the classroom.
- Attend and participate in a minimum of 10 to 15 hours of in-service tutor training throughout the year.
- Attend and participate in team meetings.
- Communicate any concerns, questions, or challenges to EC Literacy Coach.
- Be willing to serve as a volunteer tutor substitute.
- Establish and build relationships with other team members, school and RTSB staff.

Administrative

- Maintain accurate records of daily tutoring sessions and volunteer service.
- Participate in formal service reviews by EC Literacy Coach twice during school year.
- Arrive on time (at least 10 to 15 minutes prior to first tutoring session) and be prepared to serve students.
- Notify the EC Literacy Coach about planned and unplanned absences or tardiness as soon as possible.

Policies

- Respect the privacy of the students by keeping names and progress of students confidential.
- Respect the classroom teacher/school staff by keeping observations made in the classroom confidential.
- Agree and adhere to all EC, school, and classroom policies.

Qualifications:

- At least 50years-old
- High school diploma or equivalent
- Consent to and passes all required criminal background checks, fingerprinting requirements (annually in some cases)
- Successful completion of pre-service training
- Enjoy being with children and value education
- Creative, responsible, organized, flexible, and self-motivated
- Ability to work well with a diverse group of volunteers, staff, and children
- Excellent communication skills

Benefits:

- Ability to make a measurable impact on students' literacy
- Learn and develop new skills
- Inspire, educate, and motivate future generations
- Opportunity to serve as a role model for students
- Work with a team making strong social connections

I confirm that I have read and understand the above role and its responsibilities:

Signature

Printed Name

Date