



## Reading ASSIST® Institute

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# KINDERGARTEN INTERVENTION VOLUNTEER TUTOR

## Position Description

**Summary:** The Kindergarten Intervention Tutor works with small groups of kindergarten children who are at risk for reading failure.

### Job Responsibilities

- Tutor identified small groups of kindergarten students 1.5 hours per week during the school day using RAI's Kindergarten Intervention curriculum.
- Work with a team to provide individualized instruction.
- Prepare lesson plans.
- Communicate with other team members in a timely and professional manner.
- Maintain records for student attendance and volunteer tutor hours.
- Attend one continuing education class per year after completion of Kindergarten Intervention Training.
- Schedule mentoring session with assigned mentor as required.

### Competencies

To perform the job successfully, the Volunteer Tutor should demonstrate the following competencies:

- Desire to work with children.
- Willingness to take training.
- Ability to work with others.
- Ability to stay organized.
- Ability to follow through on tasks, ideas, etc.
- High School Diploma or GED.
- Willingness to travel up to ten miles to a tutoring location.
- Demonstrate an ability to correctly pronounce English phonemes.

### Physical Qualifications

The Volunteer Tutor must possess physical qualifications and attributes sufficient to complete required duties without additional manpower but with reasonable assistance from mechanical, electrical, or electronic devices.

### Estimated Monthly Time Commitment

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|--|----------|
| - Tutoring one and one half hours per week     | 6 hours  |
| - Preparation for tutoring                     | 2 hours  |
| - Phone consultation with other tutors         | 2 hours  |
| - Team meeting (every other month for 2 hours) | 1 hour   |
| - Total <b>monthly</b> commitment              | 11 hours |