

Literacy Tutor Job Description

Position Summary

The READ USA Tutor serves in the delivery of high-quality reading lessons to elementary students who demonstrate a need for services. Working from pre-written reading lesson plans, tutors teach essential reading skills including phonological awareness, phonics and word work, vocabulary, reading accuracy, fluency, comprehension, and writing. Every tutor is supported with structured training, ready-made lesson plans, and ongoing professional development.

All READ USA tutors interact with and deliver high-quality reading lessons based on pre-written lesson plans to elementary students. In addition, every tutor will:

- Plan individualized lessons
- Prepare materials for each lesson
- Provide individualized lessons
- Write a reflection for each lesson, capturing both tutor and student success and next steps
- Conference with the teacher during and after lessons
- Complete a data sheet for each lesson
- Administer informal or progress-monitoring assessments

Teaching Focus

Tutors teach elementary students essential reading skills, including phonological awareness, phonics and word work, vocabulary, reading accuracy, fluency, comprehension, and writing.

Schedule

Typical weekly tutoring schedule is Tuesday through Thursday, 3:15 to 6:00 pm.

Orientation and Training

Every READ USA tutor receives a READ USA-specific orientation and training that includes:

- The Tutor Handbook policies and procedures
- General tutor position orientation, including navigating the READ USA online platforms
- Reading lessons, frameworks, and writing components
- Phonics, phonemic awareness, and vocabulary instruction

- BEST benchmarks
- Administering reading assessments
- Workforce development expectations

Tutors also participate in teacher-led professional development and participate in and complete workforce development training modules.

Eligibility

- Must be at least 16 years old prior to the start date
- Must be able to commit to a full semester of tutoring.

Time Commitment and Service Expectations

- Tuesday through Thursday, 3:15 to 6:00 pm tutoring schedule
- Participation in community service opportunities, including some weekends
- Attendance at monthly workforce and leadership development events
- Completion of AmeriCorps service hours throughout the program year

Compensation

\$15/hr. paid weekly

READ USA is an equal opportunity employer.