**Position Description**

Name of Organization Being Served: READ USA, Inc.

Dates of Service: August 19, 2025-May 07, 2026

School Sites: Hogan-Spring Glen Elementary School, Beauclerc Elementary School, Lake Lucina Elementary School, Twin Lakes Academy Elementary, Anchor Academy, Cedar Hills Elementary, and other DCPS schools as needed.

On-Site Supervisor: READ USA Teacher of Organization

On-Site Supervisor Substitute: READ USA Teacher of Content

Service Time: 3pm-6pm, Tuesdays-Thursdays and some READ USA special events.

**Dates of service Fall 2025-**

August 19, 20, 21, 26, 27, 28

September 2, 3, 4, 9, 10, 11, 16, 17, 18, 23, 24, 25, 30

October 1, 2, 7, 8, 9, 15, 16, 17, 21, 22, 23, 28, 29, 30

November 4, 5, 6, 12, 13, 14, 18, 19, 20

December 2, 3, 4, 6, 9, 10, 11

**Dates of service Spring 2026-**

January 7, 8, 9, 13, 14, 15, 20, 21, 22, 27, 28, 29

February 3, 4, 5, 10, 11, 12, 17, 18, 19, 24, 25, 26

March 3, 4, 5, 10, 11, 12, 24, 25, 26, 31

April 1, 2, 8, 9, 10, 14, 15, 16, 21, 22, 23, 28, 29, 30

May 5, 6, 7

The READ USA Tutor will serve in the delivery of high-quality reading lessons to elementary students demonstrating a need for services. Tutors may be called upon to demonstrate lessons during the planned lesson time to community leaders, other tutors, teachers, READ USA administration, and special guests visiting the READ USA tutoring program.

Tutors will interact with and deliver high-quality reading lessons based on pre-written reading lesson plans to elementary students. Tutors will teach elementary students essential reading skills, including phonological awareness, phonics and word work, vocabulary, reading accuracy, fluency, comprehension, and writing.

Additionally, tutors will:

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

**Position Orientation and Training-**

* READ USA tutor will receive an orientation of READ USA-specific training to include Reading lessons, frameworks, writing components, BEST benchmarks, Tutor handbook, Policies and Procedures, CANVAS, Workforce Development, Position orientation, reading assessments, Phonics, Phonemic Awareness, and Vocabulary, and navigating the READ USA online platforms.
* Participate in teacher-led professional development.
* Participate in and complete workforce development training modules.
* Teach elementary students essential reading skills to include phonological awareness, phonics and word work, vocabulary, reading accuracy, fluency, and comprehension.

**Equal Opportunity Statement**

READ USA, Inc. in an equal opportunity employer.