Job Title: Literacy Intervention Tutor for Reading Partners

Duties: Tutors must:

- Commit to work for the current academic year. Consistent, ongoing support is necessary for the children and teachers with whom we work.
- Utilize the Reading Partners’ curriculum to tutor/mentor students.
- Review student progress notes and prior assessment notes prior to each tutoring session, then complete progress notes after each tutoring session.
- Be punctual, attentive, and engaged in tutoring sessions. Unexcused and excessive absences or unsatisfactory performances are unacceptable and are grounds for discipline up to and including dismissal.
- Assist in running the tutoring center, including substitute tutoring, assisting in preparing and coordinating tutoring materials for volunteers.
- Perform other duties, as assigned.

Number of positions: 5

Department: Off Campus site – Reading Partners

Work Location (room # or area): Any one of our 22 Reading Centers in the Silicon Valley (http://readingpartners.org/location/silicon-valley/schools/)

Desired number of hours per week: 16-20

Duration:  
- [ ] Fall Only
- [ ] Spring Only
- [x] Fall & Spring
- [ ] Academic Year

Contact information to set up interviews

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