

Marion County Literacy Council

Job Description

Literacy Tutor for ABE (Adult Basic Education, Learning to read)

REPORTS TO: Executive Director or Program Director

PURPOSE

To provide one-to-one or small group tutoring to adults ages 18 and older who need help with reading and writing, or to new speakers of English.

COMMITMENT:

We ask that you tutor for one year. This allows you and your student to build a trusting relationship and to see progress.

QUALIFICATIONS

- High school diploma or equivalent
- Ability to read, write, and speak English effectively
- Able to make a commitment for at least one year
- Willingness to learn new skills and new approaches
- Respect for and a willingness to work with people who come from different cultures, races, ethnic background, or economic levels; and who may have different religious beliefs or values
- Willingness to work with the student as a peer and to involve the student in all major decisions about instruction

Specific Responsibilities

- Plan and conduct at least one tutoring session per week
- Keep a log that includes

Initial information

- Date you first contacted the student
- Date tutoring began
- List of student goals

For each lesson

- Lesson date
- Lesson length
- A description of what was covered and what materials were used
- Notes on what skills need reinforcement in future lessons

Submit required monthly program reports to indicate:

- Student progress, goals, and achievements
- Number of hours of instruction, homework, and travel time the student had that month
- The number of hours the tutor spent in lesson preparation, tutoring the student, and traveling
- Any other form required by the program, such as: Checkups, sample of student writings, verification of employment or promotion, etc.

Maintain contact with the program. Notify MCLC immediately:

- Of any change in contact information (for student or tutor)
- Of any decision (by student or tutor) to terminate involvement in the program or to discontinue tutoring for more than 2 weeks
- When the student has completed 50 hours of tutoring and is ready to be retested

Training and Support Available

- Eight-hour pre-service Literacy Tutor Workshop
- Assistance in finding a tutoring site (usually in a public place; no tutoring in private homes)
- Access to Verizon Literacy University Campus for free additional courses and information
- Access to free lending library of resources

Time Commitment-Other

- Lesson preparation (varies depending on individual and material being used)
- Travel time (depends on tutoring site)
- Record keeping and reporting (approximately ½ hour per month)