

AmeriCorps Position Description:

Title: Tutoring Program Assistant

Location: Housing Families GREAT Youth and Families Program, Malden MA

Supervisor: Siobhan Malady, Assistant Director smalady@housingfamilies.org

Commitment Required:

- Average 40 hours per week, with Office Holidays and other needed time away
- Service from August 2019 through the end of July 2020

Date Description Updated: June 20, 2020

Responsibilities:

- Educational Assistant
 - Tutor children in the after school program with more intensive learning and/or behavioral need
 - Help staff to identify individuals who may be struggling academically because of learning style or need for more social/emotional skill building
 - Evaluate volunteer tutors and child pairing to help make the best pair for each child possible.
 - Help to create tutoring plan for all children to help address individual children's learning styles and academic needs
 - Ensure tutoring plans are up-to-date
 - Ensure that each child's folder is up-to-date with necessary materials and correspondence
 - Create a system of activities and assignments for targeted academic enrichment based on students greatest area(s) of need
 - Lead check ins with students and volunteers when they arrive
 - Attend IEP meetings with parents when requested to help them advocate and understand what information is being presented to them
 - Communicate regularly with teachers and school administration about each child
 - Work as a Liaison to build partnerships with local schools.
 - Co-facilitate Parent education groups
 - Oversee program supplies for tutoring as well as snack during program
 - Help plan and implement vacation programming.
 - Help with making sure the program is clean, tidy and welcoming
 - Communicate with parents about their child's academic issues and successes
 - Help track iep's, school and parent communication.

Bilingual Spanish or Arabic speaking is a plus