



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: Sept. 1, 2009 – June 30, 2010

Length of Term: Approx. 15 to 20 hours a week
Monday – Thursday 12:00 – 5:00 and one
Saturday a month. 675 hours total.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Application Deadline: Open until filled.

Position Title: Academic Tutor and Mentor (2 positions)

Project Sponsor: 21st Century Community Learning Center Project at Neil Armstrong Middle School

Sponsoring Organization's Mission: Inspiring excellence while preparing college, career, and citizenship.

Project Location: Neil Armstrong Middle School, 1777 Mountain View Lane, Forest Grove, OR

Transportation Information: Accessible by Tri-Met bus # 57

Position Summary: Provide one-to-one tutoring and mentoring to 7th-8th grade students who are not proficient in math or reading. Tutors use a prescribed intervention program and conduct regular progress monitoring and assessments to ensure each student is on track toward proficiency.

General Responsibilities (to include, but not limited to):

1. Effectively communicate and build positive relationships with individuals and groups of varied backgrounds, abilities, educational levels, etc.
2. Develop and maintain a weekly tutoring schedule to allow for a full caseload of students to receive at least the minimum required number of minutes (60 minutes) of one-on-one tutoring each week
3. Prepare and conduct one-on-one tutoring sessions using a prescribed intervention program including technology components to help students obtain proficiency in reading and math.
4. Communicate with the Program Director and classroom teachers regarding student schedules, interventions, and progress, and be open to constructive feedback based on observations.
5. Assess students' progress using regular progress monitoring.
6. Record students' daily progress utilizing the provided electronic database
7. Input reporting data, including timesheets, into online reporting system on a daily basis
8. Compose and submit quarterly reports on progress towards performance measure goals
9. Cultivate an environment where all children can study and learn in an efficient and positive way
10. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
11. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
12. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. LINKS members must be at least 17 years of age at the time of enrollment in the program.
2. U.S. citizen, national or lawful permanent resident.
3. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
4. Ability to commit to the full term of service for which they are applying.
5. Submit to a criminal history background check and National Sex Offender Registry search.
6. Regular and reliable attendance.

Preferred Qualifications:

1. Communication skills.
2. Ability to work with students in grades 7 – 8.
3. Strong organizational skills.
4. Bilingual Spanish speaking.

Member Benefits Include:

- A taxable living allowance of \$4,526 divided into monthly increments.

- Upon successful completion of a term of service, eligible members receive an education award of \$1,800. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable).
- In-district training opportunities and activities.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to ewilbur@fgsd.k12.or.us.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Elizabeth Wilbur, Project Director, 503-359-2465 x 5015 or ewilbur@fgsd.k12.or.us.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

Erika Johnson

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.

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