



Position: Reading Tutor

Program: CRB Reading Program (*Elementary age K-6*)

Reports to: Youth Program Manager

Time Commitment: 10 hours/week (Contract Position – October 2021 – June 2022)

Compensation: \$18 – \$22 hours (DOE) Mileage Reimbursement, Professional Development

Opportunities Location: Position primarily based in Kent School District Schools. (Possibility of hybrid work from home and office days, due to the pandemic.)

Note: CRB will require all staff and volunteers to be fully vaccinated and provide vaccination documentation for Covid-19 by October 18, 2021. New employees must meet this requirement before starting their positions. We serve vulnerable communities, and we feel that it is our responsibility to protect the communities we cherish as well as ourselves from harm. All safety protocols must be followed while in CRB offices, work sites, community events, or clients' homes.

Mission: Communities of Rooted Brilliance (CRB) helps newcomer communities heal, grow, and thrive through our early learning, youth engagement, and family support programs. Our work is centered around three foundational concepts. (1) The families we serve are partners in our work, and we continually seek out their knowledge and wisdom on the services we offer. (2) Our programs are always education-based because we believe that education is the way to a healthier and happier future. (3) We honor and recognize that dedicated leadership exists within each community, and we partner with these leaders to serve their communities in culturally responsive ways.

Scope of Work: Over the past eleven years, CRB has partnered with the Kent School District (KSD) to offer educational enrichment programs to refugee and newcomer students. Specifically, our Reading Program will be based in Reading and incorporate Science, Technology, Engineering, Arts, & Math concepts to students with an emphasis on comprehension and learning vocabulary in these domains. The program is designed for elementary students from all backgrounds to play, socialize, learn, and grow. Tutors are responsible for lesson planning, execution, and evaluation of the curriculum, facilitating a positive learning environment for students, and communicating with parents in culturally responsive ways.

Responsibilities:

Intervention

- Help students build reading, literacy, and English language skills.
- Develop lesson plans
- Monitor students' classroom behavior and encourage a positive classroom environment.
- Provide feedback to CRB staff on student progress and/or struggles on a consistent basis.



Capacity Building

- Instruct lessons with a basis in reading.
- Collaborate with CRB staff on additional educational enrichment opportunities and help coordinate field trips and other activities.
- Monitor student progress and attendance, with an emphasis on social-emotional development.

Administrative Duties

- Abide by all CRB policies and procedures.
- Communicate in a timely manner.
- Attend all pre-program training and team meetings.
- Complete daily and/or weekly paperwork, such as attendance, lesson plans, and meal counts

Environment

- Regularly clean and restock classroom supplies.
- Collaborate with other instructors and program staff to plan culturally inclusive and developmentally appropriate activities that affirm different cultures, backgrounds, and educational needs.
- Communicate concerns about students to the Program Coordinator.

Qualifications:

Education

- Bachelor's degree or AA (completed or in progress) in Education

Experience

- One year or more teaching or tutoring required
- Prior experience working with youth is strongly encouraged.
- Prior experience working with immigrant or refugee communities preferred.

Knowledge & Skills

- Cultural humility, including experience working with individuals with limited formal education and/or English literacy skills.
- Comfortable leading activities with individuals or small groups.
- Ability to work independently and as part of a team.
- Exceptional organization skills and the ability to multi-task.
- Valid driver's license with reliable transportation.
- Experience working with staff and families from diverse backgrounds and experiences.

Application Process: Please send a resume and cover letter to Youth Program Manager, Mutende Katambo, mutendek@rootedbrilliance.org. Applicants must pass a background check.