

United Way of Berks County in Partnership with READ Alliance presents:



**160 Broadway East Building 8<sup>th</sup> Floor  
New York, New York 10038**

**After-School Position – READ Virtual Tutoring Program**

**POSITION:**           **READ Virtual Tutoring Room Teacher - Teacher (1) to conduct the after-school tutoring program for K-2nd grade students, combining one-to-one tutoring by high school students.**

**LOCATION:**           **Zoom**

**ELIGIBILITY:**       **Valid Pennsylvania Department of Education license as a teacher.**

**SELECTION CRITERIA: Demonstrated ability to work with both early childhood and high school students in a highly structured, individualized one-to-one tutoring setting.**

**DUTIES AND RESPONSIBILITIES:**

- Attend READ Teacher workshop (4 hours), prior to program start.
- Help organize program according to READ specifications, including pre-program site set up and closing of the program.
- Maintain ongoing communication with READ Program Manager and other staff.
- Establish a strong working relationship with high school teen leaders and monitoring their performance.
- Help complete and input the READ Attendance Reports and the Class Data Records.
- Notify program administration and READ contact in case of absence and ensure substitute coverage.
- Adhere to the READ curriculum and the program policies and procedures.
- Provide general oversight of the virtual tutoring room and modeling of correct procedures, including:
  - Ensure the correct implementation of the Reading for All Learners Program.
  - Monitor student progress and ensure accurate student placement in the curriculum.

- Analyze student progress data and take appropriate action in consultation with READ staff.
- Maintain a positive virtual learning environment for both students and tutors.
- Ensure accurate collection of data by tutors and review student datasheets on a daily basis.
- Welcome visiting parents and other READ guests, virtually.
- Implement group literacy activities as appropriate, virtually.

**SALARY: \$48** Per Session

**WORK SCHEDULE**

Tentative Training Dates: Monday, March 30-Tuesday March 31, 2021

Times: 4:00-5:30PM

Location: Zoom

Estimated Program Dates: Tuesday, April 6, 2021 – Monday May 17, 2021

Days: Monday, Tuesday, Wednesday, and Thursday

Times: 4:00 pm – 5:30pm

Location: Zoom

**APPLICATION:**

Submit a cover letter, resume, and copy of your Department of Education license to Ashley Chambers, [ashleyc@uwberks.org](mailto:ashleyc@uwberks.org).

**PLEASE INCLUDE A COPY OF THIS VACANCY NOTICE WITH YOUR APPLICATION.**