



## Literacy Tutor

**JOB SUMMARY:** This *full-time position* is responsible for supporting the implementation of the Tennessee All Corps tutoring initiative. Tutors will provide direct support to a small group of students (no more than 3) in K-5 literacy for the purpose of closing learning gaps. We seek individuals who are passionate about working with students from diverse backgrounds to support their classroom learning and academic success. All employees will need to pass a background check and drug screening before beginning work.

### QUALIFICATIONS:

- Must be 18 years of age or older by your start date.
- Bachelor's degree or higher, preferred.
- Interest in education, specifically helping young children develop early language and literacy skills.
- Basic computer skills, including the ability to navigate online systems and email.
- Organized, responsible, flexible, motivated, and professional.
- Ability to work with diverse personalities.
- Ability to adapt to a sometimes challenging, high-pressure environment.
- Strong personal standards of excellence, ethics, and integrity.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

### ESSENTIAL FUNCTIONS/JOB DUTIES:

- Report to
- Build positive relationships with students, families, and colleagues.
- Commit to regular attendance.
- Have a flexible attitude and disposition.
- Accept, implement and grow from feedback.
- Collaborate with school staff to plan for tutoring focus with students.
- Conduct small group tutoring sessions with students using materials and structure provided by Knox County Schools staff.
- Assess, with a high level of accuracy, students' continual progress through progress monitoring and observations.
- Document students' bi-weekly progress scores using an online system.
- Participate in professional development to strengthen and broaden skills needed for role.
- Establish and maintain satisfactory, respectful working relationships within the school environment
- Perform other duties as assigned

*Funded through ESSER 3.0*

