

Achievement Academy of Durham
AmeriCorps Member Position Description
Literacy/High School Equivalency Program Assistant

DESCRIPTION

This is a full-time AmeriCorps position. Duties include recruitment, training, and daily support of volunteer tutors and career mentors, direct tutoring of pre-GED students, tracking student progress assessment and data management, conducting tutor training, orienting new students, and assistance with the development and implementation of co-curricular activities. Students in the program are young adults and adults, aged 16 and up, who did not complete a traditional high school diploma. Instruction is geared to assisting students develop high school level language and numeracy skills in preparation for GED study, passing GED tests in Language Arts, Math, Science and Social Studies, and successful entry into post-secondary education programs that lead to sustainable employment. The AmeriCorps Program Assistant reports to and is evaluated by the Program Coordinator.

FUNCTIONS

The AmeriCorps Literacy/High School Equivalency Program Assistant provides and supports:

- Recruitment, training and daily curricular support of volunteer literacy tutors
- Assisting students in the creation of appropriate short term academic goals
- Pre-testing, progress and post testing of students
- Providing individual tutoring to students at pre-GED level (4th-8th grade equivalent)
- Assisting with the design and implementation of co-curricular programs that support students' academic, career, and personal development
- Orienting new students

SPECIFIC DUTIES & RESPONSIBILITIES

1. Responds to basic service information requests via phone, email, or in person from potential students and volunteers
2. Recruits, trains, and orients volunteer tutors
3. Assist students in articulating appropriate short term goals and assessing/documenting student progress toward those goals
4. Assesses and documents student progress.
5. Provides daily curricular support and materials to tutor-student pairs
6. Provides individual and small group tutoring to pre-GED students.
7. Monitors and supports tutoring and mentoring programs to assure excellent communication between volunteers and staff.
8. Facilitates monthly planning and reflective conferences with individuals in tutoring program
9. Attends and participates in AAD staff meetings and professional development activities
10. Assists in maintaining the student food pantry
11. Assists with program design and curriculum development
12. Performs other tasks as assigned by the Program Coordinator and Onsite Coordinator
13. Meets all NC Literacy Corps requirements and responsibilities

MINIMUM QUALIFICATION

1. Commitment to literacy and education recovery
2. High school degree or equivalent, but some college preferred
3. Strong written, verbal, and technological communication skills.
4. Ability to work well with individuals from very diverse backgrounds
5. Ability to maintain clear, high expectations with compassion.
6. Ability to work as a collaborative member of a small instructional team

Preferred Qualifications: Competence in high school level mathematics, experience in a tutoring or educational capacity, strong organizational skills, interest and/or experience working with individuals with learning disabilities.