



HELPS Tutor Coach (two, part-time positions)

[Helps Education Fund](#) (HEF) is interested in bringing on board two, part-time, [NCLC LiteracyCorps](#) service members to serve as **HELPS Tutor Coaches** during the 2019-2020 school year and summer. The HELPS Tutor Coach will provide the HELPS program to elementary school students, as well as provide coaching and support to the volunteer tutors.

Overview of the positions:

HEF will hire one, part-time HELPS Tutor Coach to work closely with [Chatham READS](#), a local Campaign for Grade-Level Reading site. This position will be responsible for providing and supporting the HELPS program in a minimum of three elementary school sites in Chatham County, NC.

Additionally, HEF will hire one, part-time HELPS Tutor Coach to work closely with sites in Wake and/or Durham Counties. This position will be responsible for providing and supporting the HELPS program in after-school and/or school-based sites.

Overview of Helps Education Fund and the HELPS Program

Helps Education Fund (HEF) is a North Carolina based nonprofit organization that works to improve educational equity by providing free and low-cost, evidence-based, programs and services to effectively improve students' learning. HEF was founded in 2011 by Dr. John Begeny, former K-12 educator and currently a professor at NC State University. HEF's first program, [Helping Early Literacy with Practice Strategies \(HELPS\)](#), developed in 2005 by Dr. Begeny, is a reading intervention designed to assist educators with improving students' reading fluency. HELPS aims to bridge the gaps between research and practice, community and schools, and education and opportunity. The program serves as a model for what has now become 8 different programs offered by HEF.

Since 2015, HEF has been participating in the *NC Pathways for Grade-Level Reading Initiative* that is facilitating cross-sector partnerships and strategies to support children reading on grade-level by the end of third grade. HELPS fits well into the model of improving struggling learners' reading ability. HELPS is an evidence-based, structured intervention that can be used by trained volunteers, paraprofessionals and teachers alike to improve children's reading fluency. It is included in the July 2016 What Works Clearinghouse practice guide, "[Foundational Skills to Support Reading for Understanding in Kindergarten Through 3rd Grade.](#)"

HELPS Tutor Coach Duties:

- Become certified in the HELPS program, reaching 100% fidelity
- Deliver the HELPS program to students
- Become certified as a HELPS coach, reaching 100% fidelity
- Provide on-site coaching to tutors providing HELPS
- Administer surveys and evaluation materials for the program as trained and instructed
- Ongoing data collection and data entry
- Communicate regularly with volunteers and staff to ensure needs are met, materials are in place, and the program is provided effectively
- Monitor student progress in HELPS, providing updates and recommendations to HEF
- Communicate immediately and regularly with HEF lead staff on implementation challenges so solutions can be addressed as quickly as possible
- Communicate regularly with Helps Education Fund lead staff and provide feedback to ensure the program is running effectively
- Support all efforts with coordination and retention of volunteer tutors

- Support events and trainings for HELPS

The ideal candidates will demonstrate a passion and commitment to educational equity. They will have a proactive approach to the work, with leadership skills that are necessary for coaching and supporting others in delivering an evidence-based program. They will have excellent verbal and written communication skills and must be able to work independently, handling multiple tasks and completing assignments in a thorough, accurate and timely manner.