

## Position Description

**Position:** Assistant Director, Brown Memorial Tutoring Program

**Reporting relationship:** Reports to the Program Director

**Supervisory accountabilities:** Assists in supervising 70 - 80 volunteers

**Employment status:** Part Time (74% FTE)

**About the Program:** The Brown Memorial Tutoring Program's mission is to provide elementary students in Baltimore City with literacy skills and to awaken in them a love of reading. The program has been operating for 56 years, serving children from Baltimore City public elementary schools that have been identified by their teachers as reading significantly below grade level and behind their peers. The tutoring program is affiliated with and located in Brown Memorial Park Avenue Presbyterian Church.

**Position Objective:** To assist the Director in all areas of program planning and leadership with the exception of supervising interns. The tutoring program corresponds with the school year, with planning, data analysis, program wrap-up, and tutor onboarding taking place in the summer months.

### Major Areas of Responsibility

#### Tutor Supports

- Recruit and provide training for tutors (new and returning)
- Provide technology support for tutors as needed
- Coordinate daily tutor, substitute, and student schedules throughout the year

#### Curriculum Supports

- Develop theme for the year, including:
  - Creating bulletin boards to articulate the theme
  - Selecting books and educational materials to teach the theme
  - Creating writing prompts to inspire written expression based on the theme

#### Program Supports

- Prepare the tutoring center space for each new year including:
  - Dust and organize all educational materials
  - Create and hang bulletin boards for each student
  - Inventory educational materials
- Conduct assessments of each student at the start of the program year to:
  - Provide an individual education plan and goals
  - Consider the appropriate materials and methods (for the tutor)
  - Provide a baseline from which to measure progress each year

- Assessments measure phonemic awareness, phonetic knowledge, code knowledge, reading fluency, reading comprehension, and writing ability
- Tutor 1-2 students and fill in for tutors as needed
  - Pick up and return students to school
- Monitor student progress. Includes:
  - Administering mid-year assessment (design it and tutors administer)
  - Administering end of year assessment (design it and tutors administer)
  - Communicating with teachers throughout the year, and passing along information to the tutors as needed
- Coordinate summer book club
- Plan events: Opening Day, Holiday Party, Open House for Parents, End of Year Celebration, Thank You Luncheon for the tutors

#### School Partnerships

- Coordinate with the school principals and teachers to select students who will attend the program. Including:
  - Disseminating referral forms to teachers
  - Meeting with each school principal to determine returning students
  - Disseminating and collecting parent permission slips
  - Help match the children with tutors

#### Other Responsibilities

- Attend Tutoring Commission meetings
- Liaise with church on fulfilling the Safe Church Policy
- Provide monthly data to university or non-profit partners for program evaluation

#### Professional Development Expectations

- Stay abreast of current trends regarding teaching/training students with learning differences
- Attend trainings to improve program management as needed
- Participate in annual review by Tutoring Director

#### Qualifications

- Bachelor's Degree in relevant field or commensurate experience
- Regular use of computers particularly comfort with the Microsoft suite of programs
- Strong written and oral communication skills
- Effective interpersonal skills to engage principals, children in the program and their families, tutors, and church staff
- Must be compassionate with children
- Highly organized
- Ability to recruit and motivate tutors
- Willingness to work as a team as well as independently

- Practices inclusivity regardless of race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and/or national origin.
- Flexible and innovative
- Ability to pass a background check

Physical Demands/Requirements (Requirements to be met with or without reasonable accommodation):

- Ability to move furniture, set up classrooms, and carry equipment of up to 20lbs
- Ability to supervise children on walks between school and program site
- Normal office environment, keyboard use
- Ability to use stairs is highly preferred

Preferred Qualifications

- Experience working with elementary school students
- Experience in using Structured Literacy approach to teaching reading
- Experience working with low-income and racially diverse students

### **Benefits and Pay**

This position is scoped part-time with a salary amount of \$35,000 and includes access to benefits including health, short and long term disability, and retirement.

### **Commitment to Diversity, Equity, and Inclusion**

The Brown Memorial Tutoring Program is committed to diversity, equity, and inclusion in the selection of staff, volunteers, and commission members with regard to race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and/or national origin. We reasonably accommodate staff members and/or applicants with disabilities, provided they are otherwise able to perform the essential functions of the job.

Updated 2/2021