

Position Title: America Reads/Counts Tutor (Work-Study)

Department: Center for Community Engaged Learning

Location: Various K-12 Schools and afterschool programs in the Greater Lansing Area

Position Type: Work-Study

Hours: 8-10 hours per week

Compensation: \$14.00 per hour

Position Overview:

The America Reads/Counts Tutor plays a critical role in supporting K-12 students in their academic development, particularly in reading and mathematics. This position is ideal for students passionate about education and looking to make a meaningful impact in the community. As a tutor, you will work one-on-one or in small groups with students, helping them improve their literacy and numeracy skills, build confidence, and achieve academic success.

Key Responsibilities:

- **Tutoring and Academic Support:**
 - Provide individualized and small-group tutoring sessions in reading and math to K-12 students in an academic setting.
 - Develop lesson plans and activities tailored to the needs and abilities of each student.
 - Assist students in developing effective study habits and problem-solving strategies.
 - Monitor student progress and adjust tutoring strategies as needed to ensure academic growth.
- **Collaboration with Teachers and Staff:**
 - Work closely with classroom teachers to identify student needs and coordinate tutoring sessions.
 - Communicate regularly with teachers and program coordinators about student progress and challenges.
 - Participate in training sessions and meetings to stay informed about best practices in tutoring and education.
- **Student Engagement and Motivation:**
 - Foster a positive and encouraging learning environment for students.
 - Use creative and interactive methods to engage students in reading and math activities.

- Encourage students to set and achieve academic goals.
- **Administrative Duties:**
 - Maintain accurate records of student attendance, progress, and tutoring sessions.
 - Submit weekly reports on student progress and any issues encountered.
 - Assist with the preparation and distribution of educational materials as needed.

Qualifications:

- **Required:**
 - Must be eligible for a Federal Work-Study award.
 - Strong interest in education, literacy, or mathematics.
 - Patience, empathy, and a passion for helping others succeed.
 - Excellent communication and interpersonal skills.
 - Ability to work independently and manage time effectively.
- **Preferred:**
 - Previous experience working with children or in a tutoring/teaching role.
 - Coursework in education, psychology, or related fields.
 - Basic knowledge of instructional strategies for reading and math.

Learning Outcomes:

- Gain hands-on experience in tutoring and education.
- Develop skills in lesson planning, student assessment, and differentiated instruction.
- Enhance communication, leadership, and problem-solving abilities.
- Build a strong foundation for careers in education, social work, or related fields.