



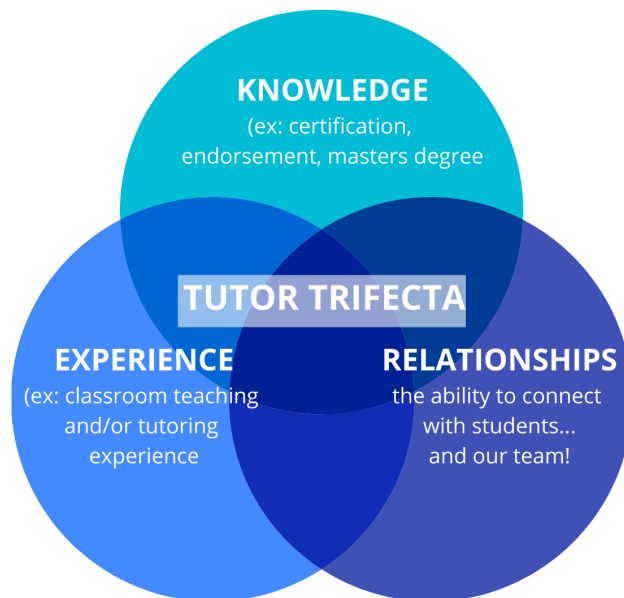
PDX Reading Specialist

Educate. Advocate. Accommodate. Celebrate.

Specialist Job Description

PDX Reading Specialist is searching for PASSIONATE and EXPERIENCED educators for one-on-one tutoring assignments.

CERTIFIED AND QUALIFIED: The best tutors have what we call the “tutor trifecta”--a combination of education, experience, and the ability to connect with students.



KNOWLEDGE: While we wholeheartedly believe that not all learning occurs in teacher preparation classes, a teaching license, endorsement, and/or master's degree are preferred. However, if you're an instructional assistant, please apply! We review each applicant's unique qualifications.

EXPERIENCE: Teaching and/or tutoring experience is required.

RELATIONSHIPS: Our mission is that every child can be a CONFIDENT and CAPABLE learner. And this begins with an incredible tutor who can connect with his/her student.

Outstanding interpersonal skills, a proven love for teaching, motivation and creativity are essential for success.

AVAILABILITY: Our specialists provide in-home and/or virtual tutoring services typically during after school hours. Specialists must be able to reliably meet (in-person and/or virtually) with students for 50-minute sessions *typically* during after school hours. Assignments are long term, so ability to serve a family for 12+ months is preferred.

- Hired specialists will be offered a minimum of 2-hours per week with the potential for 30+ hours per week, depending on specialist/student availability and location.
- At minimum, specialists should be available to tutor at least two days per week.

ASSIGNMENT/PAY: PDX Reading Specialist will find specialist assignments and manage all administrative duties. We provide specialists with detailed information about the student and family before each assignment. We offer competitive hourly rates and schedule flexibility. Our specialists are independent contractors and have the ability to choose assignments.

- Assignments are long-term. Availability to work with a family for 12+ months is preferred.
- Specialist pay begins at \$30 per hour.
 - Sessions are 1-hour (50-minutes direct w/student + 10-minutes prep)
 - Each student is scheduled for a minimum of 2 sessions per week.
- Assignments will be given according to student demand and specialist availability.
- **Employment as a specialist does not guarantee a minimum number of work hours.**

LOCATION: PDX Reading Specialist works with students in-person and/or online. This means our specialists have the ability to work from anywhere with students from everywhere.

- If working with students in-person, specialists meet with students in the student's home, local library, or school. PDX Reading Specialist will match specialists with students who are close geographically to the specialist to maximize time and limit travel. Please note, travel time is not paid.
- If working with students online, specialists will meet with students via Zoom. PDX Reading Specialist will match specialists with students who fit within a specialist's availability.

TRAINING: PDX Reading Specialist will train you in Structured Literacy and prepare you to pass the Knowledge and Practice Examination for Effective Reading Instruction (KPEERI) offered through the Center for Effective Reading Instruction (CERI). More information on this process will be provided to applicants asked to interview.

CURRICULUM: PDX Reading Specialist will provide you with all curriculum materials.

- Regular check-ins around instruction are available and prompt responses to specialist questions are a priority.

RESPONSIBILITIES

- Recognize primary role is to help students become more confident, more capable, and more successful learners
- Provide instruction to tutoring clients in accordance with PDX Reading Specialist's program of study.
- Create a professional and welcoming environment by modeling respect for students' diverse cultures, language skills, experiences, and learning styles.

- Provide direct assistance in the use of equipment, learning objects, and materials needed for student success.
- Recognize different learning styles and student preferences.
- Utilize feedback and reflection to improve practice.
- Participate in professional development activities to improve tutorial skill and continue to grow cultural competence and reflection skills.
- Respond to emails within a 24-hour period.
- Contact assigned students' caregiver(s) by phone within two days of receiving the assignment.
- Maintain a consistent schedule.
- Be punctual for all scheduled tutoring sessions.
- Assess the progress of assigned students to ensure effective processes.
- Communicate student progress, concerns, etc. with caregiver(s) and PDX Reading Specialist.
- Keep anecdotal records of tutoring sessions.
- Reconcile lessons within 24 hours.
- Adhere to all laws of privacy and confidentiality.
- Maintain professional dress, environment, and communication. *(both in-person and online)*

APPLICATION PROCESS & REQUIREMENTS:

- Send an email of interest along with your resume *(including any relevant trainings/certifications)* and cover letter to include your response to the following:
 - From your experience, describe the most important qualities and/or practices of a tutor
 - Express why you'd like to work with PDX Reading Specialist

info@pdxreading.com

PDX Reading Specialist does not and shall not discriminate on the basis of race, color, religion (creed), political or other opinion, gender, gender expression, age, language, national or social origin (ancestry), disability, marital status, health status, military status, sexual orientation, place of residence, economic or social situation, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, vendors, or contractors. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, vendors, and students.