Literacy Tutor Roles and Responsibilities

Save the Children®

The following statements help to clarify the job responsibilities of a Literacy Tutor.

Afterschool and Summer Tutors:
Assist with the implementation of the Developing Reader Literacy Block.

- Work with the Program Coordinator to plan and/or implement an established plan for appropriate activities during literacy programming
- Implement either guided independent reading practice or daily read-alouds and fluency-building activities during the afterschool and summer programs
- Participate in all trainings related to the school-aged programs component area you will be implementing
- Assist with organizing the AR library, if appropriate
- Work with Program Coordinator to plan literacy activities that you will be implementing, as needed
- Incorporate one hour of planning time into weekly schedule to prepare for programming
- Address individual children's needs under the guidance of the Program Coordinator
- Assist in administering pre- and post-STAR Reading™, STAR Early Literacy™, tutorials and emergent reader modules assessments, as appropriate
- Submit group attendance to the Program Coordinator as designated by program policy

In-School tutors:
Assist in the implementation of in-school direct services.

- Work with identified struggling readers in grades 2-6 who would benefit from small group assistance during guided independent reading practice and/or with tutorials
- Work with identified struggling emergent readers in kindergarten and first grade who would benefit from small-group assistance during reading together activities, and selected emergent reader module activities
- Participate in all trainings related to the components of the in-school support you will be implementing
- Assist in administering pre- and post-STAR Reading™, STAR Early Literacy™ tutorials and emergent reader modules assessments, as appropriate
- Submit group attendance to the Program Coordinator as designated by program policy

Reviewed and agreed to by: _____ Date: _____
(Employee)

Approved by: _____ Date: _____