



# SCHOOLSMART

## KANSAS CITY

**Job Description: Literacy High Impact Tutor, Contractor**

**Location:**

**Direct Supervisor: Principal or designee**

**Hours: 3 days a week, 5 hours a day**

**Pay: recommended \$15 - \$20/hr)**

### **School Summary:**

SchoolSmartKC (SSKC) is a charitable, non-profit organization that works toward significant improvement in the performance of schools in the Kansas City Public Education system. With substantial funding from key investors, including the Ewing Marion Kauffman Foundation, the Hall Family Foundation, and the Walton Family Foundation, SSKC aims to close the opportunity gap between students in our local District and Charter schools and their higher-performing peers across the state of Missouri and the nation. Our efforts are designed to build a common purpose within our local community, including parents and families, district and charter schools, resource providers, and others to ensure young people reach their incredible potential. Working collaboratively, we seek a school system that, in ten years, will have more than double the current percentage of schools showing performance on par with the state on key educational measures.

### **Position Summary:**

The Literacy High-Impact Tutor is vital in improving students' reading skills by providing targeted, small-group, and one-on-one literacy support. The tutor will collaborate closely with students to enhance their reading comprehension, fluency, and foundational literacy skills, utilizing the Science of Reading principles, a research-driven approach to effective reading instruction. This part-time role offers a rewarding opportunity to positively influence students' academic growth and foster a lifelong love for reading.

The Literacy High-Impact Tutor will provide reading support to students in small groups and one-on-one settings. The Tutor will work closely with students to enhance their literacy skills, focusing on key aspects of the **Science of Reading**, a research-based approach to reading instruction. This part-time position provides the opportunity to make a meaningful impact on students' academic success.

### **Position Responsibilities:**

- Provide individualized and small-group instruction to students, focusing on literacy skills such as reading comprehension, phonemic awareness, phonics, vocabulary, and fluency.
- Utilize evidence-based practices informed by the Science of Reading to tailor lessons that meet the diverse needs of students.

- Implement various instructional strategies to foster students' reading development and confidence.
- Assess student progress regularly through informal and formal assessments, adjusting instruction as necessary to ensure continued growth.
- Collaborate with classroom teachers and other educational staff to align tutoring support with the school's literacy goals.
- Maintain a positive, engaging, and supportive learning environment to encourage student participation and progress.
- Provide feedback and reports on student progress to teachers and parents when necessary.
- Demonstrate gains in student performance
- Participate in meetings, training, and professional development
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating, etc.
- Act professionally and ethically and comply with school policies, procedures, and expectations.
- Perform other duties and responsibilities as assigned by their supervisor.

#### **Skills and Qualifications:**

- Understanding of/willing to learn about literacy development, reading strategies, and the Science of Reading principles
- Experience working with students on reading and literacy, preferred
- Excellent communication **skills** and the ability to build rapport with students from diverse backgrounds.
- Patience, adaptability, and a passion for helping students succeed.
- A degree/training in education, literacy studies, or a related field preferred
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers, and partners, informed of critical issues, activities, and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group.
- Excellent work ethic, positive attitude, flexibility, and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass a background check

#### **Key Working Relationships in Addition to Supervisor:**

- Teachers
- Students
- Parents
- Volunteers
- Office Staff
- Support Staff
- Assistant Principal
- Chief Academic Officer
- Executive Director

