



## AmeriCorps Residency Tutor, Position Description

**Stipend:** \$1995 per month

**Service Term:** 10.5 months (September 1st - July 15th)

**Full-time** (8 AM to 4 PM), Monday through Friday)

**At Tiny Trees Preschool, an AmeriCorps Service Member** upholds and maintains the Tiny Trees Preschool mission and works toward creating a culture of caring, fairness, respect, and curiosity while also providing children with a joyfully muddy childhood. The following outlines the primary responsibilities of the job. The AmeriCorps Service Member:

### Curriculum Planning & Teaching

- Sets the pace and tone of the classroom through careful collaboration and communication with their teaching team, families, and administration.
- Learns about and participates in the formation of daily/weekly emergent curriculum and lesson plans in line with Developmentally Appropriate Practice and other best practices, including HighScope Curriculum and Anti-Bias Education models.
  - **First Six Months:** AmeriCorps Members should focus on building knowledge related to curriculum models and tutoring techniques
  - **Second Six Months:** AmeriCorps Members should collaborate with their teaching team to take on more responsibility and, if ready, fully take on specific in-class programs.
- Demonstrates cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Communicate with the Volunteer Manager as well as assigned teaching team when going to be absent, and if possible, two days in advance.
  - **Reminder:** AmeriCorps Members cannot be substituted for by staff or other personnel in the classroom; advanced notification of absences is very helpful in working with teaching teams to adapt potential lessons plans.
- Seeks professional development activities; such as CPR, first-responder training, etc.
- Coordinates, plans, and attends special events for the classroom and families. Specifically, these events should work toward building literacy, classroom capacity, or community engagement.

### Communicating with Families

- Occasionally produces Tiny Trees deliverables according to the Resource Manual to families and the admin team, including:
  - Facebook posts
  - Newsletters
- Assists preparation, planning, and delivery of two family-teacher conferences per year and home visits or other orientation format event, especially focusing on literacy and language standards and objectives.

### Intra-school Relationships



- Consistently relays in a timely manner to their Supervisor or teaching team any issues as they arise.
- Serves as an ambassador to the Parks and to Tiny Trees by building positive connections with the surrounding community with intention and in happenstance.
- Consistently communicates directly and frequently with the Volunteer Manager, Program Supervisor and/or assigned teaching team in implementing duties.
- Communicates with detail about classroom material and structural needs to appropriate admin staff.

### **Risk Management Practices**

- Maintains the safety and well-being of all students by understanding, keeping fresh, and adhering to risk management practice

### **AmeriCorps Regulations and Mandates:**

- **Literacy Projects:**
  - Twice per service term, complete a literacy project which enhances the pre-literacy skill-building and/or literacy resources of the classroom. For ideas or examples, please see the AmeriCorps packet. Projects can be events, physical objects, or introduced curriculum pieces that meet the organizational goals and teaching team approval.
- **Community Engagement:**
  - Work with Volunteer Manager and Family Services Manager to build Tiny Trees volunteer base and support community engagement. AmeriCorps Service Members should, over the course of their service term, recruit at least 5 volunteers.
- **Time Reportage:**
  - Twice monthly, submit for approval a 40-hour per week timecard.
- **AmeriCorps Logistical Information:**
  - Work with an AmeriCorps Coordinator to pursue completion of all other service requirements that are not laid out in this specific document.
  - Submit "Stories of Service" to assigned AmeriCorps Coordinator.
  - Attend monthly or bi-monthly AmeriCorps days with Volunteer Manager and other AmeriCorps Service Members.
  - Attend all required Washington Reading Corps (AmeriCorps) trainings.

### **For SPP Pathway Classrooms**

- Collaborates with Seattle Preschool Program Pathway staff, including Education Specialist, Coach, and other services to fulfill the deliverables of the Tiny Trees Preschool- SPP Pathway Contract.

**Note:** *This description is subject to change as needed. It indicates a baseline of expectations and that employees may go above and beyond these duties but are not required to do so. There is no guarantee of compensation if teachers take on additional roles and responsibilities. Teachers should talk to their Program Supervisor and/or Director of Education if they are feeling obligated to take on responsibilities beyond the scope of their role.*