

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

### **Afterschool Tutors and Summer Coaches:**

- Assist with the implementation of the Developing Reader Literacy Block (DRLB) and Emergent Reader Literacy Block (ERLB)
- 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 (GIRP), Read-Aloud, Vocabulary, and Fluency-building activities (RAvFL) or Emergent Reader activities during the afterschool and summer programs
- Participate in all trainings related to the school-aged programs component area they will be implementing
- Assist with organizing the Accelerated Reader™ (AR) library, if appropriate
- Work with Program Coordinator to plan activities that they 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 Assessments and emergent reader module 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 children in grades 2-6 who would benefit from small group assistance during Guided Independent Reading Practice (GIRP)
- Work with identified emergent readers in kindergarten and first grade who would benefit from small-group assistance during reading together activities and selected emergent reader module activities
- Incorporate one hour of planning time into weekly schedule to analyze data and prepare for programming.
- Participate in all trainings related to the components of the in-school support they will be implementing
- Assist in administering pre- and post-STAR Assessments and emergent reader module assessments, as appropriate
- Submit group attendance to the Program Coordinator as designated by program policy

## **Ensure Child Safeguarding Policies are followed:**

In this role, it will be critical to foster an environment that is safe for the children with whom Save the Children is in contact. The duties to ensure this will include:

- Collaborate with Save the Children's Lead Associate to foster an understanding of our child safeguarding and data protection policies through ongoing training and technical assistance.
- Work closely with tutors to ensure consistent reporting of child safeguarding risks and incidents; strong methodology in the field for managing risks and following reporting protocols; supplying proper documentation in support of incident reports as needed; and collecting data on child safeguarding risks and efforts to mitigate risks in the program environment.
- Make intentional, regular efforts to remain up-to-date on key local and state child-welfare policies and reporting protocols.
- Follow all key local and state child-welfare policies and reporting protocols, as provided by the Lead Associate.
- In association with program training and technical assistance efforts, update/communicate "Keep Children Safe" messaging to volunteers, beneficiaries, and representatives as needed.
- Ensure data protection by collecting consent, maintaining records for designated time period, storing all data in a secure location, and protecting any shared data through encryption or by sharing to a secure location.
- Complete all required Save the Children Child Safeguarding trainings.

*Save the Children is committed to conducting its programs and operations in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact. All Save the Children representatives are explicitly prohibited from engaging in any activity that may result in any kind of child abuse. In addition, it is Save the Children's policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of child abuse. All our representatives are expected to conduct themselves in a manner consistent with this commitment and obligation. Any violations of this policy will be treated as a serious issue.*