

Position Description



Position Title	Early Learning Corps Impact Fellow
Program	Summer Impact Corps and Early Learning Corps
Reports to	Program Manager and Internal Coach/Site Supervisor

Position Summary

The Early Learning Impact Fellow position is designed to offer individuals interested in educational careers an opportunity to work with students in varying roles throughout their term of service. During the summer months, the Fellow supports academic and enrichment activities at a partner organization. During the school year, the Early Learning Impact Fellow is embedded into a classroom of children ages 3 – 5 and serves alongside a teacher to develop children's early literacy and math skills in preparation for Kindergarten. Fellows also identify, plan and lead service projects related to needs within their school community. This is an AmeriCorps service position with the AmeriCorps program, Early Learning Corps.

Essential Functions

Main Summer Service Activities

- Assist site staff with implementing fun, inclusive, and appropriate youth summer learning and enrichment activities.
- Support family engagement activities as assigned through high quality family engagement strategies at site. Connect families with resources to support youth learning, health, and stability.
- Increase youth engagement in programming and learning activities. Provide participating youth with encouragement and affirmation. Assist youth with program registration.
- Develop appropriate and encouraging relationships with youth engaged in programming. Assist sites with meeting the social, emotional, and mental health needs of youth engaged in program.
- Assist and encourage youth in improving their math and/or reading skills and abilities. As assigned, conduct tutoring sessions with a caseload of youth using scripted, evidence-based strategies provided by the program.

School Year Early Literacy and Numeracy Instruction and Assessment

This list is meant to be comprehensive of the duties of the Early Learning Tutor. Due to the configuration of the classroom (e.g., multiple AmeriCorps members present) some duties may be divided or shared.

- Early Literacy and Numeracy Instruction and Assessment
- Lead and support meaningful and engaging literacy and math activities throughout the day, focusing on skills that give all children the opportunity to talk, read, count, write, and play.
- Implement Tier I support strategies with all students- including greeting children at arrival, helping children write their name at sign-in, having back and forth conversations at mealtime, conducting a high quality read aloud in small group settings, journaling, enhancing literacy and math skills during choice time, leading individual and/or small group targeted strategies daily for select children, and leading transitions that include literacy and math components.
- Provide additional skill practice to a minimum of 7 children daily in a one-on-one and/or small group setting using scripted early literacy or early math strategies; achieve a high degree of fidelity to the scripted strategies.
- Assess, with a high level of accuracy, child outcomes and progress using tri-annual benchmark assessments and ongoing progress monitoring assessments.

Position Description Continued

- Identify students who qualify for one-on-one and/or small group reading or math tutoring services based on assessment data with direction from the teacher and coaches.
- Provide complete, accurate, and timely documentation of students' progress scores and strategies using an online database; maintain confidentiality of all student data.
- Participate in regular coaching sessions (includes observation of tutor) to review student progress, plan, problem-solve, and set goals; act on constructive feedback from coaching sessions.
- Provide opportunities for family involvement for students, including implementing program family engagement interventions as available.

Professional Development & Community Engagement

- Participate in monthly courses on leadership and Diversity, Equity, Inclusion and Belonging (DEIB) skills.
- Participate in monthly member connections to reflect and engage in educational topics.
- Learn about different roles in the school by interviewing and shadowing school staff to foster interest in an educational career after service.
- Collect information from students, families and school staff about needs and challenges for the school community.
- Create, plan, and lead service projects to address school needs and challenges.

Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Report data in online systems in a timely and accurate manner.
- Communicate regularly and effectively with coaches, Ampact staff, and site personnel.
- Provide complete, accurate, and timely documentation of program participant progress and data using an online database; maintain confidentiality of all student data.

Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full-service term, serving the total commitment of hours within the term.
- Attend all in person or virtual required program sponsored training sessions, meetings, and coaching sessions, travel as necessary.

Non-Essential Functions

- Participate in one or more site-sponsored activities (e.g., family night) to provide education about Early Learning Corps and general literacy awareness. Recruit volunteers to participate in site-based events or literacy focused programming.
- Maximize impact via push-in classroom support and other supplemental academic supports that do not duplicate current site staff duties.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable).
- Be an ambassador of the program by submitting Service Stories and participating in outreach activities.

Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Basic computer skills, including the ability to navigate online systems and email.
- Positions that require driving will require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.

Position Description Continued



Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats