



Job Description

Job Title: Tutor/Intervention Specialist Revision Date: January 2024
Office: Kalamazoo Status: part-time, 22 hrs/week, year-round
Supervisor: Ed Services Mgr. Salary: \$17.00/hr.

Job Summary: Delivers, maintains and implements multi-sensory intervention program focused on reading, writing and spelling **before, during and after school**. Tutors/intervention specialists work with the Education Services and Curriculum and Instruction teams to ensure that the delivery of all tutoring and intervention services are in compliance with established policies and procedures.

Essential Functions & Duties:

- Drives SLD Read forward to achieve its mission of increasing literacy skills for people with dyslexia and other learning disabilities
- Provides one-to-one specialized tutoring and reading intervention services based on SLD Read curriculum
- Evaluates student progress on a monthly basis
- Actively builds strong and lasting relationships with clients, students, staff and community members
- Responsible for timely communication of all client updates and hours
- Manages student notebook, lesson plans, progress reports, student hours and mileage effectively
- Ensures all manuals, books, curriculum materials and Toolbox of Success are maintained in good condition
- Works with SLD Read staff and community volunteers to enhance and expand SLD Read's overall outreach
- Adheres to SLD Read policies and procedures and all local, state and federal laws.
- Adheres to school policies and standards if placed within a specific district and/or building

Qualifications:

- High School diploma. Associate or Bachelor's Degree preferred
- Experience working with elementary and middle school aged children
- Excellent communication and organizational skills
- Experience with computer programs and database software applications preferred
- Strong interpersonal skills, including an ability and desire to work and interact with people from diverse backgrounds
- Complete paid Orton-Gillingham based training program and participate in ongoing in-services and training courses
- Must be willing and able to work **before, during and after school** hours
- Able to travel throughout Kalamazoo County

SLD Read offers the following benefits for part-time employees:

- Paid Time Off (40 hours per year)
- 401(k) with employer contribution of up to 3% of wages or salary after 90 days
- Paid Sick Time (5 days)
- Paid mileage
- Paid holidays (MLK Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Spring Break, Winter Break)
- Paid bereavement

To apply: Send cover letter and resume to Mindi Fitzpatrick, CFO, no later than Wednesday January 31, 2024. msfitzpatrick@sldread.org or SLD Read 5250 Lovers Lane Suite LL100 Portage, MI 49002. Let us know if you need an accommodation to apply.