

Literacy Aide Job Description

Effective: March 20, 2018

Job Summary

Responsible for helping to teach others how to read using established lessons plans, real-life contextual learning experiences, books (e-books, hard cover) and technology as applicable.

Hourly Rate: \$10.00/hour

Hours: 4 hours/week minimum (Monday through Friday 8 am – 5pm)

Primary responsibilities

- Read to others and help them learn how to read and write.
- Utilize various curriculum resources.
- Work with students on an individual basis.
- Incorporate real-world context into classroom settings.
- Promote active student participation.
- Provide weekly, quarterly, or yearly academic reports if requested.
- Provide students with suggestions and feedback.
- Utilize public library resources.
- Work with program coordinators to ensure initiatives are being met.
- Tutor students on an individual basis.
- Use interactive and participatory methods to empower students.

Student Requirements:

Students must apply for the position, interview, and be chosen for the position.

1. Students must submit a time sheet each week to the Student Services Manager on Fridays.
2. The Student Services Manager will review the time sheet for accuracy and submit it to the business office for payroll processing which occurs every other week.
3. Students must obtain a signature from the site supervisor on their time sheet weekly verifying they worked the hours that are submitted.
4. If a student is unable to work they **MUST** notify the Student Service Manager and the site supervisor at the literacy location timely (at least 4 hours prior to shift start)

Work Force Literacy List

Literacy locations:

Agency	Address	Contact	Phone #	Description
Literacy Advance of Houston	2424 Wilcrest Dr. Houston, Texas 77042	Maxine- Volunteer Manager	713-266-8777	Volunteer Tutor to Adults 9 am – 5pm
Nabor House Community	8009 Long Point Rd. Houston, Texas 77055	Samantha Vargas Or Ashley	(713) 554-8828	8-5 anytime. Can sit and read with children.

This position reports to: Student Services at The Vocational Nursing Institute Inc.

This position reports to: _____ Site Supervisor

_____(Print Student Name)

I understand the duties of this position and have had the opportunity to ask questions and gain answers. I have a copy of the time sheet required to be completed and turned in each Friday by 5pm. This form can be placed in the Student Services Manager mailbox.

Student Signature

Date

Student Service Manager Signature

Date