UNIVERSITY OF SOUTHERN MAINE – GRADUATE AIDE POSITION

Title: Graduate Aide – America Reads Coordinator
Office: Community Engagement and Career Development
Location: Portland, Travel to K-12 school districts

Organizational Description
The Office of Financial Aid funds the America Reads program. The America Reads program is a federal program that trains undergraduate students as reading tutors in elementary schools.

Job Statement
The Coordinator for the America Reads program has two essential functions:

1. Coordinate, manage, and supervise the America Reads program participating in K-12 schools in mainly Cumberland County, but could reach out to other counties.
2. Coordinate, manage, and supervise USM students who serve as reading tutors in these schools. The coordinator’s position is vital to the start-up of the program each fall, to the meaningful involvement of USM students who have an interest in education, and to the continuation of the program throughout the school year.

These essential functions include the following duties:

- Solicit schools/districts to participate in the America Reads program
- Coordinate the contract between the school and USM
- Serve as liaison and maintain relationships between the university and the schools
- Work with principals and teachers to identify elementary school children who will participate in America Reads
- Identify USM undergraduate students who have work-study and wish to serve as reading tutors
- Screen, train and schedule students as reading tutors
- Provide ongoing support and supervision of tutors, this includes school visits
- Manage record keeping system of who tutors are and where they are placed in schools
- Facilitate time card system for payment of work-study students, and hours worked by students in cooperation with teachers
- Work closely with the supervisor (teacher) to ensure excellent and appropriate field experiences that are of benefit to the USM students, the schools they are placed in, and the children they work with.

Required Skills:
1. Theoretical and practical knowledge of early literacy development and instructional practices
2. Ability to communicate effectively with a broad range of people such as school administrators, classroom teachers, undergraduate graduate students, and staff at USM
3. Knowledge of school culture and sensitivities, confidentially, awareness of legal issues, parent rights
4. Supervision skills
5. Able to prioritize and multi-task

Student Qualifications:
Eligibility for Federal Work Study is a requirement. Must be current USM matriculated graduate student enrolled in at least six graduate credits for Fall 2017 semester, with plans to enroll in at least six graduate credits for Spring 2018 semester. Preference for graduate student with background in K-12 teaching or counselor education.

Work Schedule & Compensation:
September 2017 through May 2018 – 15 hrs/wk during the weeks school is in session ($750 paid monthly)

Ability to travel to K-12 schools in the area.

To apply: Please submit a letter of interest and current resume to Samantha Frisk at samantha.frisk@maine.edu by June 30, 2017.