



BALTIMORE CURRICULUM PROJECT

2707 E. Fayette Street
Baltimore, MD 21224
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410-675-7000
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POSITION ANNOUNCEMENT

POSITION TITLE: DI Tutor

LOCATION: Frederick Elementary School, #260

EMPLOYED BY: Baltimore Curriculum Project

REPORTS TO: Principal; Assistant Principal

POSITION SUMMARY: The Direct Instruction (DI) Tutor will provide additional academic support for struggling learners. The DI Tutor will work to improve literacy through reading, writing and speaking, to increase student achievement to grade-level standards, facilitating elements of the Direct Instruction curriculum, a research and evidence-based academic intervention, specializing in increasing basic skills in reading and mathematics. The DI Tutor will follow the DI model and methods in facilitating language groups with children in kindergarten through third grade to develop their reading skills. DI Tutors will also provide intervention and tutoring through the facilitation of math groups using the school's curriculum.

RESPONSIBILITIES AND DUTIES:

- DI Tutor's primary responsibility is the facilitation of academic intervention, using the DI model, alongside a certified lead teacher, which includes:
 - tutoring children, aged kindergarten through eighth grade, in the development of basic reading and math skills via the various curricular programs
 - engaging in academic activities with selected students either one-on-one or in small groups
 - facilitating small group interventions with students identified as needing intensive academic supports using the DI curricular tools
 - supporting the lead teacher with classroom management and implementation of Restorative Practices
 - conducting classroom administrative duties as assigned by the lead teacher; including, but not limited to:
 - attendance tracking and reporting
 - preparing materials
 - completing and submitting weekly data progress monitoring of students to whom supplemental instructional support is provided
 - DI Tutors are also assigned duties beyond the classroom, which include:
 - serving as Resident Substitute for the building; providing coverage and instruction to classes throughout the school as needed, ensuring the DI model is employed consistently in the absence of a lead teacher
 - monitoring of hallways during transitions
 - supervising students in the cafeteria (breakfast and lunch), other common areas, and during recess
 - supporting intake and dismissal procedures; attending to students prior to the start of the instructional day and students who may be picked up late
 - supporting school-wide attendance initiatives; including home visits, where appropriate

BALTIMORE CURRICULUM PROJECT NEIGHBORHOOD CHARTER SCHOOLS





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- participating in SST meetings, when necessary and appropriate
- attending monthly staff meetings and attending and supporting school-wide functions
- performing other duties as assigned to support the implementation of the school-wide vision

JOB QUALIFICATIONS:

- High School Diploma required; at least 2 years of college coursework/experience, **and** experience in a school setting strongly preferred.
- Capacity to deliver the DI curriculum with fidelity; must be adaptive in response to ongoing training and coaching.
- Excellent reading and writing skills; enthusiasm; and willingness to share your love of reading.
- Demonstrated effective use of technology, including workplace productivity applications (Google Workspace, Microsoft Office, etc.).
- Commitment to pursue continuing education course work or program with the goal of meeting eligibility for hire with Baltimore City Public Schools.
- Strong sense of community, passion for helping children, respectful attitude; patience with students.
- Ability to work independently with a student, or within a larger context of student groups.
- Ability to develop and maintain strong relationships with individuals from diverse backgrounds and socio-economic status.
- Ability to manage student behaviors effectively in a restorative manner.
- Ability to effectively work in a complex learning environment, free of bias and the limitation of assumptions.
- Ability to clear a criminal background check conducted by Baltimore City Public Schools

POSITION DETAILS:

The DI Tutor is a 10-month, hourly position. Assignments are valid for one academic year; offers of employment are re-evaluated year-to-year, contingent on an effective annual performance review. Hourly rate commensurate with education and experience; range: \$20 - \$25/hr. Hours of work are 7:30am - 3:30pm daily; paid holidays included.

The position is eligible for health benefits through Baltimore Curriculum Project and are included at no cost while full time 35hrs per week or more - Medical, Dental and Vision. For employees working 30-34 hrs per week, the premium is prorated; employer pays most, employee pays the difference in percent of time worked. Also, employees achieve 401(K) eligibility after 1 year of service, which includes a 50% employer match of your contribution up to 7.5% of your salary; the maximum employer match is 3.5%, once your contribution goes over 7% of your salary.

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