

Teens Tutoring Kids to Achieve Reading Success.

PROGRAM OVERVIEW: Team Read is an after-school reading tutoring program that hires and trains qualified high school students as reading coaches with 2nd & 3rd grade students who need help with reading. The program meets two afternoons a week (either M/W or T/Th) at selected elementary schools and neighborhood sites from early-February to mid-May. *Coaches must commit the whole semester.*

READING COACH APPLICATION CHECKLIST

Please be sure that your application is **COMPLETE** before submitting. Incomplete applications will not be processed and will be sent back to you.

Reading Coach Applications are
Due January 16th!

PAGE		✓ DONE
5	Applicant Information: Complete all fields	
6	Parent/Guardian Permission: Anyone younger than 18 years old is required to have parent/guardian permission	
7	Consent for Student Release Information & Applicant Verification and Signature: Complete both Applicant and Parent/Guardian signature. Both boxes need to be filled out and signed.	
8	Background Check	
9	Teacher References: Make sure you receive THREE (3) references with complete signatures and teacher information.	
10 & 11	Essay: Please write neatly & legibly. Attach a separate sheet of paper if you need additional space.	

PLEASE SUBMIT APPLICATION IN TEAM READ BOX AT YOUR SCHOOL OR MAIL COMPLETED APPLICATION TO:

Team Read
P.O. Box 94042
Seattle, WA 98124

“Teens Tutoring Kids to Achieve Reading Success”

Follow us on Facebook and Twitter
@GoTeamRead

Reading Coach Goal:

Assist assigned student reader in improving his/her reading through one-on-one tutoring while also being a positive role model and mentor. This means caring for the student reader's success, and showing empathy and understanding as you assist with reading skills.

READING COACH JOB DESCRIPTION AND QUALIFICATIONS



Reading Coaches are expected to:

- Attend required training sessions; work within the tutoring structure outlined in the training sessions and materials.
- Ask questions, follow directions/feedback provided by the Site Coordinator, Site Assistant, Program Manager, Reading Specialist, and other program staff.
- Be present at every tutoring session; be on time and work within the established schedule; contact the Site Coordinator in advance if you must be late or absent.
- Develop a positive relationship with the student reader.
- Model a positive attitude towards reading, and communicate your belief that your student will become a better, more confident reader.
- Demonstrate responsibility on the job by following the Team Read policies and guidelines.
- Communicate and read clearly in English (i.e. pronounce words correctly, define words, model fluent reading and read with expression) as the student reader must be able to understand and model their reading coach.
- Use the Team Read strategies and help your student reader stay focused before, during and after reading, and with vocabulary development.



To be hired at Team Read, you must:

- Satisfy the 8 minimum qualifications (see below).
- Pass a background check using the Washington State Patrol Access to Criminal History (WATCH) program.
- Attend the entire Team Read training, the two on-site orientations, and a November workshop.
- Satisfactorily completed application.

Minimum Qualifications as a Reading Coach:

1. Have a strong interest in helping a younger student become a better reader.
2. Be a good role model for younger students
3. Have a minimum 2.7 GPA (grades reviewed, exceptions may be made for a student with an A or B in Language Arts).
4. Age 14 or older
5. Good attendance record in the previous school year
6. Parent permission & 3 signed references by teachers and school personnel
7. Spoken and written language competency in English
8. Commitment to the program twice a week through **May 16, 2019** (Spring semester coaches are also welcome and needed). If you are playing a winter sport, or any other activity, please make sure that your schedule allows you to commit through the entire month of January: **no exceptions to this policy.**



Reading Coach Compensation Options

Team Read coaches may choose **ONE** of the following compensation options:

1. Community Service or Service Learning Hours (60 hours required for graduation from Seattle Public Schools). Earn all your service-learning hours by doing **ONE** year of Team Read.
2. Hourly Pay: Coaches are paid at an hourly rate of \$15.45 with checks disbursed monthly. (Checks are mailed to your home.)

*** An Hourly Hire Packet MUST be completed to receive hourly pay.
See your Site Coordinator or contact Joanna Sibounheuang to obtain a Hire Packet Form.**

3. Tuition Reimbursement: Team Read coaches may earn college tuition money accumulated at a \$15.45 hourly rate. When you register at the college of your choice, the amount you've earned, with a 50% match will be sent to the college directly.

For example, if a student earns \$1,000 as a Team Read coach, he/she will have \$1,500 paid directly to a university, college, vocational institute, etc.

*** Tuition money must be claimed
within one year of high school graduation.**

Tuition funds earned in excess of \$600 are subject to taxes the year after the funds are sent to the college/university you attend.

Contact Joanna Sibounheuang for compensation questions: josibounheua@seattleschools.org

I have read and understand the job description, qualifications and compensation options on the last three pages.

Please sign & date below:

Applicant signature: _____

Date: _____

READING COACH APPLICATION



REMINDER:

- ★ Applications due on **JANUARY 16th**
- ★ Submit completed application to the Team Read office *(see address below)*
Team Read
P.O Box 94042
Seattle, WA 98124
- ★ Refer to Application Checklist to make sure all areas of application are complete

Help a child become a better reader and you'll gain work experience and serve your community!

For questions, please contact:

Bill Eisele

Email: wiesele@seattleschools.org

Office: 206-252-0194

- I was a Team Read student reader in elementary school

- I will attend one of the following New Coach Trainings:

January 24 or January 26

- I will attend one of the mandatory March workshops @ John Stanford Center:

March 27, March 28 or March 31

See last page for more information on training dates and times.

PLEASE WRITE CLEARLY

APPLICANT INFORMATION 2018-19

Legal Name—First:				
Legal Name—Last:				
Student School ID#:				
Date of birth:				
School:				
Grade:				
GPA:	Students NOT in Seattle Public Schools should attach copy of transcript or 2018 report card.			
Home address:				
	Street Address	City	State	Zip code
Home phone: (landline if available)				
Cell Phone:				
Must provide an Email: (please write clearly)				

PARENT/GUARDIAN PERMISSION 2018-19

Dear Parent or Guardian: We are excited to have your student participate as a Reading Coach in our program this year. If you have any questions about Team Read please contact Bill Eisele at wiesele@seattleschools.org. Thank you!

PARENT/GUARDIAN INFORMATION AND PERMISSION				
Legal Name—First:				
Legal Name—Last:				
Relationship to applicant:				
Home address:				
	Street Address	City	State	Zip code
Home phone: (landline if available)				
Cell Phone:				
Employer:				
Work phone:				
E-mail: (please write clearly) <i>Please provide a valid email address for periodic family correspondence:</i>				
Emergency Contact (if different than above)				

TEAM READ MEDIA RELEASE—OPT-OUT

Team Read considers a lack of response as consent for box A.

Please check one of the two boxes below:

A. I hereby give permission to Seattle Public Schools and/or the news media to take pictures of and/or interview the above named student for: Photos for Team Read web-site, newspaper articles, annual report and/or general media (print and television) coverage.

B I do **NOT** consent to release of any of the above information except as authorized by law.

I am willing for _____ to be employed as a reading coach under the conditions provided in the TEAM READ overview (page 1) and the tutor criteria, compensation and job description document (pages 2, 3, 4.) I understand and give consent to Team Read and Seattle Public District No. 1 to verify eligibility requirements against my child's student records including any disciplinary actions, and to complete a criminal history background check (as required for this paid position).

Please read and initial on the line:

_____ **My child will attend one of the New Coach Trainings in January**
 _____ **My child will attend one of the March workshops.**

Parents, please sign here as well

*****PARENT/GUARDIAN VERIFICATION AND SIGNATURE*****

Parent/Guardian Signature:	
----------------------------	--

CONSENT FOR RELEASE OF STUDENT INFORMATION

Under the Family Educational Rights and Privacy Act ("FERPA")

The Family Education Rights and Privacy Act ("FERPA") of 1974 is a federal law designed to protect the privacy of students' educational records. This authorization permits the Seattle School District to release the designated items to the organization or person listed below.

Person(s) or organization(s) to whom records are to be released:

*Seattle School District No. 1 Human Resource Department and Team Read program
(a separate non-profit entity)*

Records or items that are to be released:

- Attendance records from September 1, 2013 to current date
- Discipline Records, if any, from September 1, 2013 to current date
- Grades from September 1, 2013 to current date
- Date of Birth

Purpose or purposes for disclosure of educational records: To verify minimum employment qualifications for participation in Team Read Program.

PARENT/ GUARDIAN & APPLICANT: Please sign & date below:

I hereby give my consent and grant authorization for the Seattle School District to release the educational records above to the person or organization identified above.

(Parent signature)

(If student is 18 years or older, student may consent to release and a parent signature is not required.)

(Date)

(Applicant signature)

(Date)

Team Read shall retain a copy of this release along with the student's application for employment as a reading coach.

*** APPLICANT VERIFICATION AND SIGNATURE ***

I hereby certify that the information contained in this application is true and complete. I understand that a falsified statement on this application shall be considered sufficient cause for my dismissal or the withdrawal from consideration.

Please sign & date below:

Applicant signature: _____ Date: _____

BACKGROUND CHECK

THIS PAGE MUST BE FILLED OUT AND SIGNED FOR APPLICATION TO BE COMPLETE.

Have you ever been suspended from school or had other disciplinary actions taken?
 (Please Circle) YES NO (Note: Answer will not necessarily disqualify you from employment)

Seattle Public Schools ADDENDUM TO EMPLOYMENT APPLICATION

Are you legally eligible for employment in the United States by virtue of citizenship or other basis of eligibility?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been discharged by an employer? If yes, please explain.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever resigned from employment under threat of discharge or discipline for misconduct or unsatisfactory performance? If so, please explain.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been arrested and/or charged with a crime at any time? If yes, as to each arrest, supply the following information:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Were you charged with a crime?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If charged, are the charges still pending? If so, indicate the nature of the charge, date charged, court of jurisdiction, case number, and trial date (If scheduled)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If the charges are not still pending, indicate the nature of the charge, the date charged, the court of jurisdiction, and the case number, and specify how the charges were resolved. (Indicate whether by dismissal, acquittal, conviction, guilty plea, agreement with court or prosecutor, or some other manner of disposition.) <i>(Use a separate sheet of paper if necessary.)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The Seattle School District requires a background check for employees, and strongly recommends that background checks be provided for all volunteers working with children.

A background check will be completed for Team Read applicants that meet the programs' minimum qualifications, using the Washington State Patrol Washington Access to Criminal History (WATCH) program. If charges/offenses are reported, you will receive written notification from Team Read.

APPLICANT: Please sign and date below.

NOTE: A CRIMINAL OR ARREST RECORD WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT.

Applicant Signature: _____

Date: _____

SCHOOL REFERENCES

ALL THREE REFERENCES MUST BE COMPLETED

Note to Reference – Please sign only if you feel the applicant would be a good candidate as a Reading Coach (tutor, mentor, role model) for an elementary student and meets the following criteria:

- Motivated, responsible
- Minimum 2.7 GPA
- Good attendance
- Spoken and written language competency in English

Teacher References:

1. Name:	
School:	
Position:	
Phone Number:	
Signature:	
Comments:	
2. Name:	
School:	
Position:	
Phone Number:	
Signature:	
Comments:	
	School Personnel (principal, career center specialist, counselor, etc.) Reference or Teacher:
3. Name:	
School:	
Position:	
Phone Number:	
Signature:	
Comments:	

A series of 30 horizontal lines for writing.

Please detach this page from the application and keep it for your information.

Now what's next?



Regarding your selection: You will be notified by email by January 31st whether or not you have been selected to participate in Team Read.

Contact us at josibounheua@seattleschools.org after January 31st for more information regarding your application status



Once you've been selected, you will need to attend one of the following trainings.

Thursday, January 24	4:30 – 7:30pm	John Stanford Center
Saturday, January 26	10:00 – 1:00pm	John Stanford Center

Training is mandatory for all coaches.



All coaches are also **required to attend one of the March workshops**, to continue to build coaching skills:

1. Wednesday, March 27, 4-6pm, John Stanford Center
2. Thursday, March 28, 5pm-7pm, John Stanford Center
3. Saturday, March 31, 10am-12pm, John Stanford Center

At the workshops, you will work with staff and your fellow reading coaches to set goals for your student and address any coaching challenges you face.

Follow us on Facebook and Twitter
@GoTeamRead

Team Read | PO Box 94042 Seattle, WA 98124 | www.teamread.org