

# 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 2<sup>nd</sup> & 3<sup>rd</sup> grade students who need help with reading. The program meets two afternoons a week (T/Th) at Hazel Valley Elementary from late-October to mid-May. Coaches must commit to at least 1 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 September 28th!

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

PLEASE SUBMIT COMPLETED APPLICATIONS TO:

Roderick Booker  
College and Career Access Specialist  
Room 476

*“Teens Tutoring Kids to Achieve Reading Success”*

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Team Read | [www.teamread.org](http://www.teamread.org)

### **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 November and March workshops.
- 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 **January 31, 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**

Hourly Pay: Coaches are paid at an hourly rate of \$11.50

**Contact Alicia Rodriguez for compensation questions: [alicia.rodriguez@highlineschools.org](mailto:alicia.rodriguez@highlineschools.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 **SEPTEMBER 28th**
- ★ Submit completed application to **Roderick Booker**  
**College and Career Access Specialist**  
**Room 476**
- ★ 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:  
**Alicia Rodriguez**

Email: [alicia.rodriguez@highlineschools.org](mailto:alicia.rodriguez@highlineschools.org)  
Office: (206)631-3160

- I wish to start Team Read 2<sup>nd</sup> Semester.  
Contact me in January about training.

I will attend the New Coach Trainings:

I will attend the mandatory November workshop

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

PLEASE WRITE CLEARLY

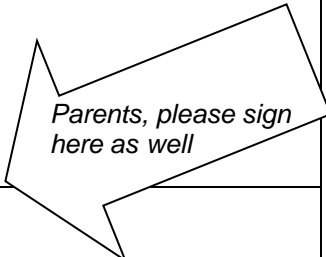
## APPLICANT INFORMATION 2018-19

Legal Name—First:				
Legal Name—Last:				
Student School ID#:				
Date of birth:				
School:				
Grade:				
GPA:	Students <b>NOT</b> in Highline Public Schools last year should attach copy of transcript or 2017-18 report card.			
Home address:				
	Street Address	City	State	Zip code
Home phone: (landline if available)				
Cell Phone:				
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 Alicia Rodriguez at [alicia.rodriguez@highlineschools.org](mailto:alicia.rodriguez@highlineschools.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)				
<p>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 and 3) I understand and give consent to Team Read and Highline School District 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).</p> <p>Please read and initial on the line:            _____ <b>My child will attend the New Coach Training in October</b>            _____ <b>My child will attend the November and March workshops.</b></p>				
Parent/Guardian Signature:				

## 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 Highline 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.

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 Highline 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:

*Highline School District 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, 2015 to current date
- Discipline Records, if any, from September 1, 2015 to current date
- Grades from September 1, 2015 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 Highline 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: \_\_\_\_\_



# 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:**

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









# Now what's next?



**Regarding your selection: You will be notified by email by October 5** whether or not you have been selected to participate in Team Read.

**Contact us at [alicia.rodriquez@highlineschools.org](mailto:alicia.rodriquez@highlineschools.org) after October 5 for more information regarding your application status**



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

Information about the trainings in mid-October will be sent along with the acceptance email.

This first training will be held at Evergreen High School after school in mid-October and is required to be hired.

**Training is mandatory for all coaches.**



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

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.

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