



www.teamread.org

Team Read is an after-school reading tutoring program that hires and trains qualified high school students as coaches for 2nd & 3rd grade students who need help with reading. The program meets two afternoons a week (Tuesday/Thursday) at Hazel Valley and Midway Elementary from mid-October to mid-May. Coaches must make at least a 1 semester commitment to the program.

RETURN 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.

**Return Coach Applications
are Due September 24th!**

SECTION	COMPLETED
<input type="checkbox"/> PAGES 2 & 3 Applicant Information: Complete all fields.	_____
<input type="checkbox"/> PAGE 4 Parent/Guardian Permission: Anyone younger than 18 years old is required to have parent/guardian permission.	_____
<input type="checkbox"/> PAGE 5 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.	_____



MAIL COMPLETED APPLICATIONS TO:

Attn: Alicia Rodriguez
Team Read
15675 Ambaum Blvd. SW
Burien, WA 98166

OR

RETURN YOUR APPLICATIONS TO:

Helen Enguerra
College and Career Access Specialist
Mount Rainier College and Career
Center

READING COACH JOB DESCRIPTION AND QUALIFICATIONS

Objective as a Reading Coach

Assist assigned student reader in improving his/her reading through one-on-one tutoring while also being a positive role model and mentor.

Reading Coach Goal

Assist assigned student reader in improving 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 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 re-hired at Team Read you must:

- Have a minimum 2.7 GPA* (grades reviewed)
- Have a good attendance record (no more than 7 unexcused absences in the previous school year)
- Pass a background check using the Washington State Patrol Access to Criminal History (WATCH) program
- Obtain parent permission (unless 18 years old)
- Attend the entire Team Read training, the two on-site orientation and training sessions, and the November and March workshops
- Satisfactorily completed application

*Exceptions may be made for students with an A or B in Language Arts

Reading Coach Compensation

Hourly Pay: \$11.50 an hour

I have read and understand the above job description, qualifications and compensation.

Please sign & date below:

Applicant signature: _____

Date: _____

RETURN COACH APPLICATION

www.teamread.org



Help a child become a better reader, gain work experience, and serve your community!

REMINDER:

- ★ Check Application Due Date on front page!
- ★ Refer to Application Checklist to make sure all areas of application are complete
- ★ Mail completed application to Alicia Rodriguez:
Attn: Alicia Rodriguez
Team Read
15675 Ambaum Blvd. SW
Burien, WA 98166
- ★ Or Return applications to:
Helen Enguerra
College and Career Access Specialist
Mt. Rainier College and Career Center

2018-2019 RETURN COACH INFORMATION

Legal Name: _____
(FIRST) (LAST)

Student School ID#: _____ Date of Birth: _____ School: _____ Grade: _____

GPA: _____ (Students not in Highline Public School last year should attach a copy of their transcript or 2017-2018 report card.)

(Home Address) (City) (State) (Zip)

Home Phone: _____ Cell Phone: _____

E-mail: _____
(E-MAIL REQUIRED: WRITE CLEARLY)

- I will attend the mandatory training for all returning coaches.
- I will also attend the mandatory November and March workshops.
- I am interested in working **2nd semester only**. Please contact me in January about training.

See last page for more information on training dates.

PARENT/GUARDIAN PERMISSION

Dear Parent or Guardian: We are excited to have your student participate as a Reading Coach in our program again this year. If you have any questions about Team Read please contact Alicia Rodriguez at alicia.rodriguez@highlineschools.org or (206)631-3160. Thank you!

Parent/Guardian- Please complete:

_____	_____	_____	
(First Name)	(Last Name)	(Relationship to applicant)	
_____		_____	_____
(Home Address)		(City)	(State) (Zip)
_____		_____	_____
(Employer)		(Home Phone)	(Work Phone) (Cell Phone)

Please provide a valid email address for periodic family correspondence: _____ (Email)

Emergency Contact (if different from above): _____ (Name) _____ (Phone Number)

I am willing for _____ to be employed as a Reading Coach under the conditions provided in the TEAM READ overview (page 3) and the coach criteria, compensation and job description document (page 4). 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 described on page 4).

PARENT/GUARDIAN SIGNATURE: _____

TEAM READ MEDIA RELEASE—OPT-OUT



TeamRead

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 child 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 1 Human Resource Department and Team Read (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: _____

Now what's next?



Mail or turn in your application:

**Attn: Alicia Rodriguez
Team Read
15675 Ambaum Blvd. SW
Burien, WA 98166**

Or

**Helen Enguerra
College and Career Access Specialist
Mt. Rainier College and Career Center**



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

Contact us at alicia.rodriguez@highlineschools.org after September 30th for more information regarding your application status.



Once you've been selected, you will need to attend training in mid-October.

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