



Team Read



August 2018

Dear Reading Coach,

Team Read is growing again this Fall, and we hope you'll return to help us serve more readers!

This year, we are developing new trainings and new coaching tools to help you in your work. We are also buying lots of fun new books for our reading library, thanks to some generous donations to our program, and we are planning fun new activities at our sites, to help you get to know your fellow coaches. Also, we'll be launching a brand-new program at John Muir Elementary, very close to Franklin High School!

Last year, more than 400 students received tutoring from Team Read, and we can't imagine doing it again without your help. You have incredible teaching skills and Team Read wants you back!

Benefits for you: Hourly pay is now \$15.45 per hour! Coaches can also work for college tuition and service learning hours. A multi-year commitment to Team Read looks amazing on college applications and résumés. Team Read staff write letters of recommendation and provide job references for all of our great coaches! As a long-term coach, you'll choose one of the following compensation options: hourly pay, service learning hours, or tuition reimbursement. In addition, you'll develop work skills to use the rest of your professional and academic life.

Returning as a Reading Coach this year is easy:

1. Fill out the enclosed "Return Coach Application"
2. Mail application to: Team Read
PO Box 94042
Seattle, WA 98124

RETURN COACH APPLICATIONS DUE SEPTEMBER 19th

Submit your application before Sept. 1 and you will be entered in a raffle to win a \$100 gift basket from Team Read

Additional Return Coach Applications can be downloaded from our website (www.teamread.org)

Training for return coaches is on Saturday, October 13 from 10:00 AM – 1:00 PM at the John Stanford Center (2445 3rd Ave S. Seattle, WA 98134). Training is mandatory for all coaches re-accepted into the program, as is attendance at one of our November workshops. Lunch and snacks provided. We look forward to working with you again this year!

Bill Eisele
Program Manager, Team Read



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 or Monday/Wednesday) at selected elementary schools and neighborhood sites 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 19th!**

SECTION	COMPLETED
<input type="checkbox"/> <u>PAGES 4 & 5</u> Applicant Information: Complete all fields.	_____
<input type="checkbox"/> <u>PAGE 6</u> Background check: Complete information & signature.	_____
<input type="checkbox"/> <u>PAGE 7</u> Parent/Guardian Permission: Anyone younger than 18 years old is required to have parent/guardian permission.	_____
<input type="checkbox"/> <u>PAGE 8</u> 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.	_____



Don't forget! Mail your application today!
(Keep this sheet for your records)

MAIL COMPLETED APPLICATIONS TO:

Team Read
PO Box 94042
Seattle, WA 98124

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 a November workshop
- Satisfactorily completed application

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

Reading Coach Compensation Options

TEAM READ tutors may choose ONE of the following compensation options:

1. **Community Service or Service Learning Hours (60 hours required for graduation from Seattle Public Schools)**
2. **Hourly Pay:** \$15.45 an hour
3. **Tuition Money*:** Reading Coaches may earn college tuition money based on an hourly rate plus a 50% match. 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 Reading Coach, he/she will have \$1,500 paid directly to a university, college, vocational institute, etc. You must claim your tuition by one year following high school graduation *

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

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

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 the Team Read office:**

**PO BOX 94042
Seattle, WA 98124**

2018-2019 RETURN COACH INFORMATION

Legal Name: _____
(FIRST) (LAST)

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

GPA: _____ (Students not in Seattle Public School should attach copy of transcript or 2017 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 on Saturday, October 13, 10am-1pm, John Stanford Center (2445 3rd Ave. S).
 - I will also attend one of the mandatory November workshops: 11/17, 11/19, 11/26.
 - I am interested in working **2nd semester only**. Please contact me in January about training.

See last page for more information on training dates and times

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:** _____

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 Bill Eisele at wieisele@seattleschools.org. 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 options and job description document (page 4). I understand and give consent to Team Read and Seattle School 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 described on page 6).

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 Seattle 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 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 (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 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: _____

Now what's next?



Mail or turn in your application:

**Team Read
PO BOX 94042
Seattle, WA 98124**



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 wiesele@seattleschools.org after September 30th for more information regarding your application status.



Once you've been selected, you will need to attend training. Team Read will not have a confirmed list of coaching sites until September, given the recent revisions to school bell times. Site placement at a school is not guaranteed, but return coaches who attend training receive top priority for sites. (Information about your training will be sent along with your re-acceptance email.)

Training for all returning coaches will be held on:

**Saturday, October 13
10:00 AM – 1:00 PM
John Stanford Center
2445 3rd Ave S.
Seattle, WA 98134**

Training is mandatory for all coaches.



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

1. Saturday, November 17, 11am – 1pm, John Stanford Center
2. Monday, November 19, 5pm – 7pm, John Stanford Center
3. Monday, November 26, 5pm-7pm, 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.