

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 from mid-October to mid-May. High school students must commit to at least 1 semester with the program.

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.

Applications are DUE JANUARY 19!

SECTION	COMPLETED
<input type="checkbox"/> <u>PAGE 3</u> Applicant Information: Complete all fields.	_____
<input type="checkbox"/> <u>PAGE 4</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.	_____
<input type="checkbox"/> <u>PAGE 5</u> Background check: Complete information & signature.	_____
<input type="checkbox"/> <u>PAGE 6</u> Parent/Guardian Permission: Anyone younger than 18 years old is required to have parent/guardian permission.	_____
<input type="checkbox"/> <u>PAGE 7</u> References: Make sure you receive THREE (3) references with complete signatures and teacher information.	_____
Essay: Please write <u>neatly & legibly</u> . Attach a separate sheet of paper if you need additional space.	



PLEASE SUBMIT COMPLETED APPLICATION TO THE TEAM READ BOX LOCATED AT YOUR SCHOOL'S MAIN OFFICE

OR

MAIL COMPLETED APPLICATIONS TO:

Team Read
 PO Box 94042
 Seattle, WA 98124



Reading Coach Goal:

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

READING COACH JOB DESCRIPTION AND QUALIFICATIONS



I like to Read.
♡



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 and the two on-site orientation and training sessions
- Successfully complete the training worksheet (applicant answers 90% or 31 of the questions correctly)

Minimum Qualifications:

1. Have a strong interest in working with children
2. Have a minimum 2.7 GPA* (grades reviewed)
3. Good attendance record (no more than 7 unexcused absences in the previous school year)
4. Age 14 or older
5. 3 signed references by teachers and school personnel
6. Spoken and written language competency in English
7. Parent permission (unless 18 years old)
8. Satisfactorily complete application, including essay (essay is reviewed for: a. response and answer to the question and b. use of correct grammar, punctuation, sentence structure and completeness)

*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:** \$13 an hour
3. **Tuition Money*:** Team Read tutors 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 Team Read tutor, he/she will have \$1,500 paid directly to a university, college, vocational institute, etc. You must claim your tuition money by one year following high school graduation *

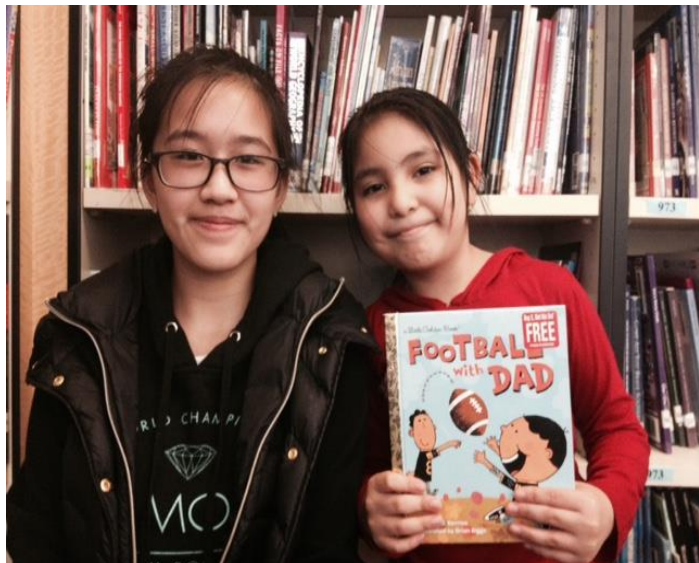
* Tuition funds earned in excess of \$600 are subject to taxes the year after the tuition funds are sent to the college/university you attend.



TeamRead

www.teamread.org

READING COACH APPLICATION



REMINDER:

- ★ **Check Application Due Date on front page!**
- ★ **Submit** completed application to your school's Main Office or mail to the Team Read office *(see address below)*
PO 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

Program Manager

Team Read

PO Box 94042 Seattle, WA 98124

Phone: 206-252-0194 Email: wiesele@seattleschools.org

2016-2017 APPLICANT INFORMATION

Legal Name: _____
(FIRST) (LAST)

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

GPA: _____ (Students not in Seattle Public Schools should attach copy of transcript or 2016 report card)

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

Home Phone: _____ **Cell Phone:** _____

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

Return Coach? (Return coaches have worked for Team Read before) **(Complete Pages 3, 4, 5 & 6)**



TeamRead

www.teamread.org

PARENT/GUARDIAN PERMISSION

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

Parent/Guardian- Please complete:

_____ (Parent 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 my child to be employed as a tutor under the conditions provided in the TEAM READ overview (page 1) and the tutor criteria, compensation options and job description document (page 2). 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 5).

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: _____



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: _____



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, 2011 to current date
- Discipline Records, if any, from September 1, 2011 to current date
- Grades from September 1, 2011 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 tutor.

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.

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 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 _____

Ph# _____ Signature _____

2. Name _____ School _____ Position _____

Ph# _____ Signature _____

School Personnel (principal, career center specialist, counselor, etc.) Reference or Teacher:

3. Name _____ School _____ Position _____

Ph# _____ Signature _____

ESSAY

Carefully complete the following essay. Your answer will be thoroughly reviewed and is an *important* factor in selection for the position. Legible writing is required.

A Team Read coach assists a 2nd or 3rd grade student in improving his/her reading through one-on-one tutoring. A coach is a positive role model and mentor. I would make a good coach because:

Continue next page



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

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 letter or email **informing you whether or not you have been selected to participate in Team Read.**

Contact us at josibounheua@seattleschools.org for more information regarding your application status. Acceptance emails will be emailed by January 27th.



Once you've been selected, you will need to attend training. At your first training session, you will be asked to select your top 3 choices for site placement. (Information about your training will be sent along with your acceptance letter.)



Once you've been placed at your site, your Site Coordinator will match you with your student.



Your student will be very excited to work with you! You will help your student build his or her fluency, vocabulary, and comprehension for reading success!