

JOB ANNOUNCEMENT – Literacy Coordinator



The Joint Educational Project (JEP) is seeking a graduate student with two years to commit (beginning August 2012), to its USC Reader^{Plus} program, USC's America Reads/America Counts program which provides literacy and math tutors to seven local elementary schools. This graduate position will work closely with a second graduate coordinator who will concentrate on mathematics. The literacy coordinator will be responsible for training undergraduate students tutors, creating hands-on literacy lesson plans for one-on-one tutoring and group projects, monitoring program effectiveness and evaluation, and serving as an academic resource for the undergraduate tutors.

This position requires:

- A demonstrated interest in education, with special emphasis on literacy;
- Experience working in urban communities, preferably in urban schools;
- Strong interpersonal communication skills;
- Ability to manage a variety of tasks and responsibilities;
- A self-starter, able to take initiative and work independently;

Job responsibilities include:

- Attending and presenting at staff meetings;
- Communicating regularly with school coordinators for feedback and support;
- Meeting with undergraduate tutors to provide guidance for literacy instruction;
- Tracking and managing literacy assessments for program evaluation;
- Managing program documentation and assisting with reports and proposals as needed;
- Providing trainings to the USC Readers and Math Mentors that will instruct them in strategies for the integration of literacy content into tutoring sessions;
- Engaging in site visits to each of the seven neighborhood schools to observe tutoring sessions and provide on-site support to program staff;
- Collecting, developing and creating materials which will assist tutor efforts teaching children in the community.

Position Details:

- 20 hours per week during the academic year;
- \$20/hour;
- Three units of tuition remission provided each semester;
- Must be available for JEP staff retreat August 20 – 23, 2012.

If interested, contact Tina at koneazny@usc.edu or at 213-740-1834

Graduate Student Application
Literacy Coordinator
JEP / USC Readers^{Plus}



Name: _____

Student ID number: _____

Local Address: _____
street city zip

Permanent Address (if different): _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Emergency Contact: _____
(Name, relationship, and telephone number)

Major field of interest and expected degree: _____

Year in graduate school: _____ **Semester/year you expect to graduate:** _

Professional interests, experience and/or areas of specialization: _____

Teaching assistantship(s): Yes No

Classes, dates, institutions, and professor(s): [if at USC]

Research assistantship(s): Yes No

Types of research, dates, institutions, and professor(s): [if at USC]

Sources of funding for 2012-13 academic year: _____

Community-service or service-learning experience: _____

Plans for employment after graduation? _____

References (please include at least one USC professor or staff member):

	<i>Name</i>	<i>position</i>	<i>phone number</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please include the following with your application:

- A brief personal statement (1-3 pages) that describes your educational philosophy and interest in working for JEP;
- Financial aid statement (sources of funding);
- A copy of your resume or C.V., including a description of your educational and work history.
- A letter of recommendation from someone familiar with your abilities and experience.
- **Applications are due Wednesday, March 21st, 2012.**

For more information contact Tina Koneazny

P: (213)740-1834 E: koneazny@usc.edu

Please return application to JEP at The LOT or mail to:

JEP (Attn: Tina Koneazny) * 801 W. 34th Street *

University of Southern California * Los Angeles, CA 90089-0471