



50 East 168th Street, Bronx, New York 10452

[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Extended Day Reading Tutor  
**Location:** WHEDco Middle School ExTRA Extended School Day Program at The Highbridge Green School- MS 361  
**Reports to:** Coordinator of Education and Youth Development- MS ExTRA Program Director

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

**Job Summary:** MS ExTRA tutors will provide daily guided reading instruction to students in a small group setting five days per week. The guided reading instruction is designed to enhance a student’s comprehension and to foster a love of reading.

**Responsibilities:**

- Tutors will instruct students daily in small group settings to supplement and enhance traditional in class reading/English language arts instruction.
- Tutors will prepare lesson plans in accordance with a set program curriculum as dictated by the individual needs of each student.
- Tutors will work daily with two or three groups of up to six students each, leading students through high-interest texts (novels, non-fiction chapter books, short stories, articles, etc.) using a guided reading curricular model.
- Tutors will coordinate with the campus-level site coordinator, classroom teachers, school administration, and parents to maximize student achievement.
- Tutors may have additional opportunities to share special interests or talents and work with students in enrichment areas in addition to small group reading instruction.
- Prepare program reports and assist in program evaluation
- Represent the program in the After School community including attending trainings and conferences.
- Any and all additional assignments that may be assigned by the supervisor.

**Qualifications:**

- Bachelor's Degree or currently enrolled college senior.
- Avid reader who has a desire to elicit a passion for reading in young people.
- Qualifying test score on a high school-level reading comprehension assessment.
- Willingness to serve at a NYC public middle school and commit to working Monday-Friday for approximately 15-20 hours per week) through the 2016-2017 school year.
- Well organized, able to work both independently and collaboratively.
- Bilingual (English/Spanish) a plus.

**Competitive salary based on experience. This is a part-time position.**

**To respond, send a cover letter and resume to one of the following:**

**Email: [highbridge@whedco.org](mailto:highbridge@whedco.org)**

**Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452**

**Attn: Tiffany Stewart, Coordinator of Education and Youth Development**