

TUTORING/LITERACY CLASSES

Employment Type: Independent Contractor | Flexible Schedule— evenings and weekends may be required to meet family needs

Position Summary

The **Tutor & Literacy Specialist** provides individualized and small-group academic instruction to school-aged children who have experienced abuse, neglect, or other barriers to educational success. Services are goal-focused, age-appropriate, and aligned with Indiana Department of Education standards. This role works closely with caregivers, educators, and DCS professionals to create and implement a personalized education plan and promote lifelong literacy.

Key Responsibilities

- Conduct **initial educational assessments** within 10 days of referral to identify strengths, learning gaps, disabilities, and other cognitive or behavioral barriers.
 - Develop and implement **comprehensive education plans** that include short- and long-term academic goals.
 - Deliver direct academic instruction in reading, writing, math, and other core skills through:
 - **1-on-1 tutoring**
 - **Small group sessions (2–4 children)**
 - Incorporate **evidence-based strategies** for academic success, such as:
 - Active learning techniques
 - Positive reinforcement
 - Goal tracking and performance measurement tools
 - Utilize community resources such as libraries, museums, and cultural sites to enhance learning experiences.
 - Use interactive tools and media (video games, computers) when appropriate to promote engagement.
 - Provide ongoing updates and progress reviews to DCS, caregivers, and educators.
 - Attend and contribute to **Child and Family Team Meetings** and **IEP conferences** when invited.
 - Suggest educational activities for the home and encourage caregiver involvement in the child's learning journey.
 - Deliver services in a culturally competent and trauma-informed manner.
 - Maintain **strict confidentiality** and provide testimony or reports for court when requested.
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Minimum Qualifications

- Bachelor's Degree **or** at least **60 hours of post-secondary credit** in Education, Psychology, Social Work, or a related field.
 - Experience tutoring or working with children who have experienced trauma or disruption in education.
 - Strong knowledge of Indiana Department of Education standards and academic benchmarks.
 - Ability to create individualized learning plans and monitor academic progress.
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Preferred Qualifications

- Experience working with court-involved or foster youth.
 - Familiarity with standardized assessment tools.
 - Bilingual (English/Spanish) preferred.
 - Previous experience with trauma-informed academic support or literacy intervention programs.
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