



Job description

Position: Tutor/Advocate, Tennessee Migrant Education Program

Location: Murfreesboro/Rutherford, Wilson, Bedford Counties, Tennessee

Must be highly proficient in Spanish

Time period: year round

Posted 9.28.2022. Open until filled.

This is a part-time Spanish/English bilingual position that reports to the Field Services Leader in the Arroyo Research Services (ARS) Migrant Education Practice and works in conjunction with the Service Coordinators.

The function of the MEP Tutor/Advocate is to provide intermittent education and advocacy support to identified students in the supplemental, Title I, Part C, program. The candidate will help to connect migratory students to existing academic and advocacy services as well as provide direct tutoring and support for special academic projects and/or field trips. The type of education support provided by the tutors depends on the target population: K-12 students, out-of-school youth (OSY) or pre-kindergarten.

Services can include (but not be limited to):

- Out-of-school youth (OSY): English language development; life skills; and support accessing medical, dental, and other humanitarian resources
- K-12 students: Provide reading, math, and English language tutoring, and enrichment activities
- Pre-kindergarten: age-appropriate school readiness assessment and instruction; information for parents/caretakers to support learning at home

The Migrant Education Program (MEP) is a program established by the U.S. Department of Education. ARS is responsible for implementing components of the statewide MEPs in several states. The fundamental purpose of the program is to remove barriers to academic success for migrant children (ages 3-21) and promote academic achievement.

DUTIES AND RESPONSIBILITIES

The following examples are intended as illustrations only of the various types of duties assigned in positions allocated to this classification. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

Instructional Support

- Provide direct services to students as outlined in the individual student service plans (e.g., tutoring, credit recovery)
- Assist students with accessing needed academic programs and resources (e.g., Title IA, Title III, summer programs, after-school programs)
- Prepare approved materials for instructional use

Advocacy

- Assist students with accessing needed community resources (e.g., medical, dental, food)
- Assist with MEP-sponsored parent engagement activities and parent advisory council meetings
- Liaise with school districts as directed

Other Duties

- Attend all required program staff meetings and workshops in addition to professional development opportunities (conferences/training) to maintain and enhance skills necessary to perform job duties
- Input services provided to the TN MEP database (TNMigrant) using TN MEP protocols for recording services
- Assume other job-related duties and programs, as assigned

Required Qualifications

- Associate's degree in Education related field or be a junior or senior in college in an education-related field
- Knowledge of federal programs available in schools (Title IA, Title III, McKinney-Vento)
- Have a valid driver's license, working vehicle and proper insurance
- Ability to attend workshops, meetings and trainings as needed
- Have excellent interpersonal skills that enable the tutor to relate to people from different ethnic, social, and cultural backgrounds
- Proficient with word processing, email, electronic form completion (Google Docs, Google Sheets, etc.), video chat formats (Zoom, Google Hangout) and web-based applications
- High level of proficiency in Spanish or other languages spoken by migratory students will be required for working with our bilingual families (not needed for English dominant students)
- Be highly organized
- Be self-motivated
- Ability to work autonomously and be self-directed
- Can work flexible hours including nights and weekends
- Pass a background check in order to work with children and families

Preferred Qualifications:

- Bachelor's degree
- Experience working as a teacher or teaching assistant

Working Conditions

- Ability to travel to various work site locations, including to conduct in-home tutoring and participate in field trips, as well as attend meetings as needed

Compensation

The compensation rate is on a sliding scale:

- Level 1 = certified teacher (active or retired) at \$30 an hour (must submit a copy of certification documentation)
- Level 2 = Bachelor's degree not certified \$25 an hour
- Level 3 = Associate's degree/college student \$20/hour

Mileage reimbursement at the Tennessee-approved rate.

To Apply: Please review further information at <http://www.arroyoresearchservices.com/join-us/>

About Arroyo Research Services

Arroyo Research Services is an education professional services firm that uses the tools of social science to help school districts, state departments of education, universities, and education organizations achieve the highest standards of educational excellence. Our services include research, measurement and evaluation, strategic planning, technical assistance, and migrant education program support. Our work includes programs designed to advance educational outcomes for underrepresented youth from birth through college, serve migratory youth and families, build optimal health among teens, increase STEM learning and educational attainment, and promote STEM-related innovation. Based in Asheville, North Carolina, the firm was founded in 2005 and has a rapidly growing national practice. Recent clients include the State Education Agencies of Arizona, Arkansas, Colorado, Florida, Georgia, Hawaii, Illinois, Iowa, Kentucky, Maine, Maryland, Mississippi, Montana, New York, Ohio, Pennsylvania, Tennessee, Texas, and Virginia; school districts including Fairfax County Public Schools (VA), Hillsborough County Public Schools (FL), Columbus and Dayton Public Schools (OH), Baltimore County Public Schools (MD), and Socorro Independent School District (TX); organizations that include The Gallup Organization, Learning Forward, HudsonAlpha Institute for Biotechnology, Strada Education Network, and Reach Virginia; and universities including California State University, Fullerton, University of South Florida, University of Virginia, State University of New York and others. Our work is funded by the National Science Foundation, U.S. Department of Education, National Institutes of Health, Department of Defense Education Activity, the Sandler Family Foundation, Apple Federal Credit Union Education Foundation, and others. More information about the firm and its principals is available at www.arroyoresearchservices.com

Job Types: Part-time, Temporary

Salary: \$20.00 - \$30.00 per hour

Benefits:

- Flexible schedule

Schedule:

- Weekend availability

Education:

- Associate (Preferred)

Experience:

- Tutoring: 1 year (Preferred)

Language:

- Spanish (Required)

Work Location: On the road