



**Personnel Vacancy
YWCA Southwestern Illinois**

January 21, 2022

Job Title

Reading Instructor

Location: Greater Alton Area

Job Description: See Reverse

Terms: 12-month position

Hours: 2hrs/day Monday-Thursday, approximately 32 hours per month

Salary: \$17.00-\$18.00

Qualifications Required: Must have a paraprofessional license or have a substitute certification, experience working with youth grades k-3, must pass a state mandated criminal background check, must complete mandated reporter training

Closing Date for Application: 5:00 pm, February 4, 2022

Submit Application/Resume/Cover Letters to: Jacquelin Davila, Programs Director, YWCA SWIL 304 E 3rd St, Alton, IL 62002 programs@ywcaswil.org

Please download application from www.altonywca.com

YWCA SWIL is an equal opportunity employer

**Riverbend Reading Club Reading
Instructor Job Description
YWCA Southwestern Illinois**

Key Job Functions:

- Deliver high-quality/effective Fountas and Pinnell Leveled Literacy Intervention curriculum instruction
- Observe closely and provide strong individual support to students
- Keep all children in the group highly engaged throughout the 40-minute lesson
- Use precise language to prompt for effective reading strategies while listening in to individual readers
- Observe closely and interact with children as they write to support the development of writing strategies
- Maintain efficiency in time management
- Take attendance at each session
- Administer Benchmark Assessments to each student at the start of program and at the end (if needed)
- Complete detailed instructor reports for each session and submit weekly to YWCA Programs Director
- Communicate with parents regarding their child when needed
- Communicate with Alton School District and Alton Housing Authority personnel when needed
- Coordinate with YWCA for needed materials, supplies, snacks, and drinks

Minimum Qualifications:

- Education: Certified Substitute Teacher or Teaching Assistant with Paraprofessional license
- Experience working with youth grades K-3
- Must pass a state mandated criminal background check
- Must complete mandated reporter training

Personal Qualifications:

- Must have excellent communication skills, oral and written
- Must be punctual, reliable, and consistent
- Highly developed verbal communication skills with youth grades K-3
- Model positive and healthy character traits and habits, such as being organized, consistent and understanding
- Cultural sensitivity and experience working with individuals of different cultures and ethnic backgrounds
- Reliable Transportation

Physical Requirements:

- Riverbend Reading Club instructors will be responsible for occasional lifting and transporting of supplies to and from YWCA and Riverbend Reading Club meeting locations (within Madison County, IL).