

## AmeriCorps Position Description



**Position Title:** Student Support Specialist (1 Position)

**Term:** 25 hrs/wk August 30, 2010 – June 10, 2011, with Winter Break and Spring Break. Includes living allowance of \$603.50 per month.

**Project Sponsor:** Trout Lake School District <http://www.troutlake.k12.wa.us/troutlake/site/default.asp>

**NWSA Mission:** This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is to preserve and restore the natural environment, and to develop community leaders through service and community partnerships. [www.nwserviceacademy.org](http://www.nwserviceacademy.org)

**Project Location:** 2310 Highway 141, Trout Lake, WA 98650

**Position Summary:** This position will focus on supporting students within the Trout Lake School District. The Intern will have the opportunity to work independently and with district teachers to support students. The schedule will be 25 hours per week, Monday through Friday, with vacation during Winter Break (December 18 – January 2) and Spring Break (April 4-8).

### **General Responsibilities (to include, but not limited to):**

1. Supervise a small computer lab and work with software programs that help students improve both reading and math skills.
2. Keep records of student progress and be able to report that to respective teachers on a regular basis.
3. Help students with a wide range of ages and abilities to be able to set goals and expectations to improve in the areas of reading and math.
4. Support students and teachers in the regular classroom during part of the work day.
5. Work with individual students in the regular classroom and in a small computer lab in order to help improve reading and math skills.
6. Be creative in helping to motivate and inspire students toward excellence.
7. Communicate to staff, both certified and classified, about student progress and what is working.
8. Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
9. Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
10. Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

1. Must have a valid driver's license, clean driving record and ability to provide documentation.
2. Must be able to pass Washington State Patrol background check for work in schools.
3. Computer Proficiency.
4. Ability to teach youth of various age and skill levels.
5. Ability to communicate effectively in written and oral form and be comfortable speaking in front of a group.
6. Ability to be flexible and open to employing new strategies for student success.
7. Ability to Work with minimal supervision, taking direction from administrative and teaching staff.
8. Skilled at coordinating multiple tasks and projects.
9. 21 years of age or older, at beginning of service term.
10. U.S. citizen, national or lawful permanent resident.
11. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
12. Ability to commit to the full term of service for which they are applying.
13. Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
14. Regular and reliable attendance.
15. Have not previously served two terms in an AmeriCorps\*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps\*State or National

program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

### Preferred Qualifications:

1. Experience working with or leading groups of youth.
2. Experience developing curriculum.

### Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$6035.00.
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$2,362.50. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).

### Transportation Information:

1. Personal vehicle is recommended to get to service site.
2. Project site is not accessible by public transportation.

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**Application Deadline:** On-going until filled.

**Interviews:** Will interview as qualified applications are received.

**Service Dates:** August 30, 2010 – June 10, 2011

**NWSA Center:** Mt. Adams Center

**Type of position:** Individual Placement

**Length of Term:** 900 hours

### How to apply:

**Step 1** - Complete your application in one of the following two ways:

\***PREFERRED**\* Online at the AmeriCorps website **AmeriCorps Application** [www.americorps.gov/Default.asp](http://www.americorps.gov/Default.asp)

-If you do not already have a username and password, you must **Create A Profile**

<https://my.americorps.gov/mp/login.do>

-Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu.

-To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **Northwest Service Academy-MAC**

-Select the position listing and click "Apply Now" at the bottom of the page.

-Visit <http://nwserviceacademy.org/apply.cfm> to print, sign and date the **Certification Form**. This document must be mailed to our office.

**OR**

Download application materials from the **How to Apply** <http://nwserviceacademy.org/apply.cfm> page of our website and submit them to Amanda Green:

- **Application** - Complete the NWSA AmeriCorps Application and submit it via email (preferable), mail, or fax.

- **Two Written References** - Have your recommenders fill out the NWSA Reference Form and send it directly to NWSA. References may be submitted by email (preferable), mail, or fax.

- **Certification Form** - Print out, sign and date the Certification Form. This document must be mailed to our office.

**Step 2** - Send resume and cover letter to Amanda Green at [mac@esd112.org](mailto:mac@esd112.org).

**Questions?** Contact Amanda Green at [mac@esd112.org](mailto:mac@esd112.org) or 509-395-3465.

**For more information please visit** <http://mtadamscenter.org/open-positions.cfm>.