**BCCC FEDERAL WORK STUDY PROGRAM**

**POSITION REQUEST FORM**

**Financial Aid Award Year: \_\_\_\_2023-2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Department Office (on campus): **\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Organization (off-campus): \_\_\_\_\_\_\_Reading Partners Baltimore\_\_\_

Mailing Address: \_\_\_\_\_1500 Union Ave, Suite 2200, Baltimore, MD 21211\_\_\_\_\_\_

Title of Position: **\_\_\_\_\_Federal Work Study - Community Service \_\_\_\_\_\_**

Number of Students desired to fill this position: (If you know please provide) **\_5-10\_\_\_**

Qualification(s) required (may attach additional statement):

* Complete and pass a BCPSS background check (paid for by Reading Partners)
* Willingness to follow a scripted tutoring scope and sequence
* Patience working with students as they develop foundational literacy skills
* Ability to work independently or with limited supervision
* Commit to a consistent weekly schedule and be punctual to each tutoring session
* Ability to interact effectively with diverse groups of people, to be an effective and professional role model for students

Responsibilities of Position**:**

Using Reading Partners structured curriculum and materials, the federal work-study tutor will provide one-on-one tutoring sessions to students in grades K-4 reading below grade level. Under the direction of an on-site program coordinator, the tutor will utilize Reading Partners’ scripted, evidence-based curriculum to deliver tutoring sessions and monitor existing tutoring sessions with students. All tutoring sessions will be held in person at our reading center within one of our 15 elementary school partners. No previous tutoring experience is required, a tutor orientation and ongoing coaching is available to all tutors.

Number of hours per week (If unknown indicate that hours will vary).

**Note: cannot exceed 20 hours per week:** 5-10 hours/week

Supervisor Name: \_\_Christine Pannell\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Back up Name(s): \_\_\_Keyna Anyiam

Address: \_\_\_1500 Union Ave, Suite 2200

\_\_\_Baltimore, MD 21211\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_One of 15 school partners – full list available [here](https://readingpartners.org/location/baltimore/schools/)

Phone Number(s): \_\_\_410-585-7600 (office), 443-466-6690 (Christine Pannell cell)

Email Addresses: \_\_\_christine.pannell@readingpartners.org

\_\_\_ keyna.anyiam@readingpartners.org

**SPECIAL NOTE: The Employment Authorization Form (EAF) will have the FWS student’s award amount and the number of hours a student should work each week. It is extremely important that the supervisor set the student’s work schedule so that the student will not exhaust his or her award. If the student works more than he or she is awarded, the Federal Aid Office will not pay the student. However, the student will still need to be paid out of your budget. A close-up of a signature

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