

UNIVERSITY OF MARYLAND  
SUMMER 2023/FALL 2023/SPRING 2024  
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST

(Supervisor's On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) <http://www.umaryland.edu/workstudy>

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service?

Yes  No

UMB Department

(Full Name of Department)

Off-Campus Agency Reading Partners Baltimore

(Full Name of Agency- For Off-Campus Positions Only)

Address 1508 Union Ave, Suite 2208, Baltimore, MD 21211

Telephone 410-585-7608

Fax No. \_\_\_\_\_

Work Study Supervisor's Full Name

Christine Pannell

Work Study Supervisor's Title

Community Engagement Director

E-mail Address

christine.pannell@readingpartners.org

Alternate Supervisor's Full Name

Keyna Anyiam

Alternate Supervisor's Title

Community Engagement Manager

E-mail Address

keyna.anyiam@readingpartners.org

Job Title

Literacy tutor

Job Function:  Technical  Administrative  Research Lab  Research Clinical  Tutor  Program Admin.

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the student's Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:

E-Mail: [FWS@umaryland.edu](mailto:FWS@umaryland.edu)

Phone: 410-706-7347

Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;  
Baltimore, MD 21201



## **Reading Partners Literacy Tutor**

### **University of Maryland Baltimore FWS Job Description**

#### **About Reading Partners**

Reading Partners is a children's literacy nonprofit that mobilizes community volunteers to provide students with the one-on-one reading support they deserve to set them on a path to reading at grade level. For more information, visit [www.readingpartners.org](http://www.readingpartners.org).

#### **The Role**

Reading Partners Baltimore is seeking a responsible, patient, and motivated Federal Work Study student to support our one-on-one tutoring program. Using Reading Partners' scripted, evidence-based curriculum, the Literacy Tutor will provide one-on-one tutoring sessions to students. Currently, all tutoring sessions are held in person at our reading centers within Baltimore City elementary schools. Tutoring with Reading Partners requires absolutely no experience, as we provide all the necessary materials and the ongoing training and support of an on-site Program Coordinator. Literacy Tutors will also have the opportunity to develop additional projects based on academic and professional interests that further support students and/or volunteer tutors.

#### **Key Responsibilities:**

- Utilize Reading Partners' curriculum to tutor students reading below grade level.
- Review student notes prior to each tutoring session and complete notes after each session.
- Assist the program coordinator with reading center needs, including substitute tutoring, monitoring of tutoring sessions, etc.
- Work on individual projects that support volunteer tutor training and/or experience.

#### **Qualifications:**

- Must be eligible for Federal Work-Study.
- Must commit to a consistent tutoring schedule during school hours (Monday - Thursday, 8 am - 3 pm). Preference is given to students who can commit to the full program year (October - May).

- Must show proof of COVID-19 vaccination.
- Must complete and pass a BCPSS background check (paid for by Reading Partners)
- Must attend a Reading Partners tutor orientation before working with students
- Be punctual, attentive, and engaged in tutoring sessions. Unexcused/excessive absences are grounds for dismissal.
- Patience working with students as they develop foundational literacy skills.
- Ability to work independently or with limited supervision.

**Interested students should reach out directly to Christine Pannell, community engagement director, at [christine.pannell@readingpartners.org](mailto:christine.pannell@readingpartners.org) or 443-466-6690.**