



Position Description

Special Knowledge/Skills

- Must have a strong commitment to community service
- Must be able to communicate effectively with fellow members, school, and AmeriCorps staff
- Must exhibit a strong work ethic (responsibility, dedication, excellent attendance)
- Must adhere to all codes of conduct and/or related policies and procedures of program schools and organizations with which Laredo ISD AmeriCorps serves and collaborates

Work Conditions

Position will require incumbent to:

- Attend training class
- Work with children one-on-one or in small groups at assigned service site
- Be flexible with changing school schedules
- Wear appropriate clothing to service assignments
- Travel to worksite

Minimum Qualifications

- High School graduate or GED
- Must have 48 college hours (official transcript) from an accredited institution
- Experience working or volunteering with young children or in a business/office setting
- Excellent English language oral and written communication skills as evidenced in application documents and interview
- Have own transportation

Primary Responsibilities and Duties

AmeriCorps tutors provide tutoring in literacy for students during the school day. They use the balanced literacy approach to reading and writing.

The following tasks must be performed with or without reasonable accommodation:

- Read, write, and speak English fluently
- Listen to children read and respond accordingly
- Hear and follow instructions given by classroom teacher and/or site coordinator
- Relate with elementary children employing patience and authority
- Transport self to and from classes and worksite
- Attend special training sessions
- Follow student code of conduct
- Additional duties and responsibilities as determined by the needs of the program

Evaluation: In accordance with Board policy and AmeriCorps grant guidelines.



Laredo ISD College AmeriCorps

Requirements for college applicants:

- Must be at least 17 years old by start date of service year
- Must have 48 college hours (*official transcript*)
- Must have proof of U. S. Citizenship or Permanent Legal Resident of the United States
- Must have own transportation
- Must be able to manage groups of children ages 5-12 in an instructional setting
- Must have room in schedule to work the School Day between the hours of 7:30 am through 4:15 pm each day school is in session, Saturday tutorials and summer school
- Must attend required training sessions (including New Employee Orientation)

Benefits of being in college AmeriCorps are:

- \$9,000 living allowance
- \$2,960 educational allotment after successful completion of the program and a minimum of 900 service hours
- Excellent job experience

Timeline:

- Currently accepting applications
- Completed applications should be returned **by December 7th** to Laredo Independent School District, Human Resources Department at 1702 Houston Street, Laredo, TX 78040
- Interviews will be held at Laredo ISD, Human Resources Department in December
- Applicants will be notified of the date of the interview

Contact for questions: Claudia S. Rodriguez, Program Director
csrodriguez@laredoisd.org (956) 273-1844

Laredo ISD AmeriCorps

Application for Service



Picture of applicant must be attached in this space.

Applying For:

College AmeriCorps

To be completed by applicant:

Legal Name Only

Last Name
First Name
Middle Name

Street Address

City
State
Zip Code
Telephone Number

Age _____ Date of Birth _____ Social Security # _____

References – List 3 persons, not related to you, who are acquainted with your working ability and experience.

Name	Position	Complete Address	Zip	Home/Work Phone
				Hm Wk
				Hm Wk
				Hm Wk

District Policy
The Laredo Independent School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent of Human Resources.

Application Confirmation Statement I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the Laredo Independent School District, I will abide by all Board of Education and school policies. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information.

Date _____ Applicant's Signature _____

PERSONAL DATA

- 1. Are you eligible to work in the United States. ()Yes ()No
- 2. Are you currently employed? ()Yes ()No If yes, enter employer: _____
- 3. Can you perform the essential duties and functions of the job for which you have applied? (See Position Description attached) ()Yes ()No

If not, please explain what accommodations that would be needed for you to perform the essential functions of the job.

- 4. AmeriCorps requires that all members have reliable transportation. Do you have your own transportation? ()Yes ()No

EXPERIENCE WITH CHILDREN

- 1. Have you worked with children in any capacity? ()Yes ()No

If yes, please explain where this occurred and briefly describe your responsibilities in this situation: _____

Briefly describe your plans when you graduate from high school/college.

Why do you want to be a member of AmeriCorps? _____

Have you ever served in AmeriCorps in the past? Yes No



NATIONAL SERVICE CRIMINAL HISTORY CHECK (NSCHC) CONSENT FORM

I, _____, * agree to the following Criminal History Checks to be performed in order to serve as an AmeriCorps Member or work as an employee with Laredo ISD AmeriCorps Program:

- NSOPW Public Sex Offender Check
- Statewide Repository Checks (for State of Service and State of Residence)
- FBI fingerprint-based Check

I am aware that that my identity must be verified with a government issued photo ID. I understand that the results of these checks will be kept confidential but could affect my eligibility to serve in AmeriCorps or work as staff with Laredo ISD AmeriCorps. I am aware that I have the right to review the findings.

*Please include any aliases or names previously used such as maiden names:

Applicant Signature: _____

Date: _____

Parent Signature if
Applicant is under 18: _____

Date: _____

***Please detach this page and give to a teacher who has first-hand knowledge of your work ethic, abilities, and commitment to your education.**

**** Teachers please submit to Claudia S. Rodriguez, Program Director at csrodriguez@laredoisd.org .**

Name of Applicant: _____ **School:** _____

Note to Referring Teacher: Please answer the questions regarding this applicant for the Laredo ISD AmeriCorps Tutoring Program as honestly as possible. Your responses will be kept confidential.

Please send recommendation letter in the school mail to: Claudia S Rodriguez, Program Director,
ATTN: Curriculum & Instruction Department, 904 Juarez Ave., Laredo, TX 78040
or Email questions or concerns to: csrodriguez@laredoisd.org or call 956-273-1844.

1. How long and in what capacity have you known the applicant?
2. Do you think the candidate will need financial assistance to attend college? If so, why?
3. Please rate this applicant by circling the appropriate box in regard to the following:

<u>Dependability</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Needs Improvement</u>	<u>Poor</u>
<u>Integrity</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Needs Improvement</u>	<u>Poor</u>
<u>Mental and Work Capacity</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Needs Improvement</u>	<u>Poor</u>
<u>Desire to Achieve</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Needs Improvement</u>	<u>Poor</u>
<u>Respect for Authority</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Needs Improvement</u>	<u>Poor</u>
<u>Ability to Work with Others</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Needs Improvement</u>	<u>Poor</u>

4. Other comments:

Printed Name and School

Signature and Title

Date