



## **PARK ACADEMY JOB DESCRIPTION**

**JOB TITLE: ORTON GILLINGHAM READING TUTOR APPRENTICE**

**REPORTS TO: EXECUTIVE DIRECTOR**

**FLSA STATUS: PART TIME, CONTRACTED/HOURLY**

Park Academy seeks applicants for **Orton Gillingham Reading Tutor Apprenticeships** in the Park Center, a community outreach branch of Park Academy. Selected candidates will be provided approximately 70 hours of Orton Gillingham Associate Level training and a position as a Park Academy Tutor. This training is provided at Park Academy's expense if the candidate agrees to provide a minimum of 100 hours of compensated tutoring for the Park Center. During this initial period, tutors will participate in regular supervision either through a self-paid Orton Gillingham practicum or through a Park Academy-sponsored practicum if the candidate agrees to provide an additional 100 hours of compensated tutoring for the Park Center for a total of 200 hours.

The Park Center was created to build on Park Academy's mission to provide an inclusive community where evidence-based practices empower students with dyslexia and related learning differences to reach their highest academic and personal potential.

### **CANDIDACY REQUIREMENTS**

To be considered for the apprenticeship, candidates must meet the following availability and commitment requirements:

- **Training Attendance**  
Candidates must be available to attend one of the two following mandatory training sessions:
  - **Session 1: June 22nd - June 27th, plus two Saturdays (Dates TBD).**
  - **Session 2: August 10th - August 15th, plus two Saturdays (Dates TBD).**
- **Tutoring Commitment**  
Candidates must be willing and available to work with at least one client during the tutoring term immediately following the completion of their training.
- **Service Agreement**  
Agreement to provide a minimum of 100 hours of compensated tutoring for the Park Center in exchange for the provided training.
- **Practicum**  
Candidates must be willing to engage in the practicum experience post training either at their expense or in exchange for an additional service agreement with The Park Center.
- **Location**  
We are currently prioritizing candidates who can work out of an upcoming Beaverton location and considering candidates for our Lake Oswego and Portland locations as well.

## **PROFESSIONAL QUALIFICATIONS**

### **POST-TRAINING PRIMARY DUTIES AND RESPONSIBILITIES**

- Provide individual tutoring services for students with dyslexia and related language processing difficulties.
- Administer progress monitoring and benchmark assessments.
- Participate in periodic supervision meetings and collaborate in team meetings with other tutors and literacy specialists.
- Communicate with families and administration about student progress.

### **PROFESSIONAL QUALIFICATIONS**

- A BA or BS degree is required.
- Experience in special education (preferred, but not required).
- Experience with structured literacy (preferred, but not required).
- Familiarity with educational assessments, differentiated instruction, and positive behavior supports (preferred, but not required).
- Understanding of dyslexia, executive function, working memory, and processing speed, and their impacts on learning (preferred, but not required).
- Experience using technological learning tools to improve student access and achievement (preferred, but not required).
- Experience using data to inform instruction (preferred, but not required).

### **PERSONAL QUALIFICATIONS**

- A collaborative and cooperative approach to education.
- Strong ability to problem-solve complex challenges.
- Believes in a whole-child approach to education.
- Maintains high but reasonable expectations for student success.
- Highly reflective professional practice.
- Commitment to developing strong, nurturing relationships with students and staff.
- Patient, caring, and kind demeanor.
- Possess flexibility of thought.
- Highly organized.
- Strong work ethic.

### **APPLICATION GUIDELINES/CONTACT**

Applications can be submitted directly to Craig Lowery, Ed.D., Executive Director via email at [clowery@parkacademy.org](mailto:clowery@parkacademy.org). For inquiries, you may reach Dr. Lowery at 503.594.8800 or visit our website at [www.parkacademy.org](http://www.parkacademy.org)

Park Academy is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. We invite members of all diverse communities to apply.