

America Reads!

Bowman Foster Ashe Elementary
Barbara Hawkins Elementary
Colonial Drive Elementary
Naranja Elementary
NFL YET Center

Challenge



Site Coordinator Handbook

Kinloch Park Elementary Shenandoah Elementary
Sylvania Heights Elementary Tropical Elementary
South Miami Heights Elementary Amelia Earhart Elementary
Redondo Elementary James H. Bright Elementary
Miami Heights Elementary Hialeah Elementary
Silver Bluff Elementary Flamingo Elementary
Phillis Wheatley Elementary Pine Villa Elementary Kensington Park Elementary North Hialeah Elementary North Twin Lakes Elementary
M.A. Milam Elementary Norwood Elementary W.J. Bryan Elementary Douglass Elementary Barnyard Community Center Charles R. Drew Elementary
Miami Park Elementary North Miami Elementary Carol City Elementary Peskoe Elementary Palm Lakes Elementary Palm Springs Elementary
Fulford Elementary Gratigny Elementary Hibiscus Elementary Linda Lentin Elementary Easter Seals
Marjory Stoneman Douglas Elementary The After-School House Town Park North Mattie Koonce ChildHope Inc. JFK Library

AmeriCorpsHVI STA
Barry University
Florida Computer & Business School
Miami Ad School
Miami-Dade Community College
Miami-Dade County Public Schools
National School of Technology
Florida International University
Technical Career Institute
University of Miami

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Miami-Dade County Public Schools

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Overview of America Reads in Miami-Dade County



The America Reads Challenge is a national initiative designed to address the fact that 40 percent of our country's fourth graders read below level. This initiative, announced by President Clinton in 1996 and spearheaded by the U.S. Department of Education, aims to help every child read well and independently by the end of third grade. The America Reads Challenge asks every American to identify what role he or she can play – professionally and personally – to help achieve this goal.

In response to the President's Challenge, Miami-Dade County Public Schools (M-DCPS), Miami-Dade Community College, the University of Miami, Florida International University, and Barry University joined forces to form the South Florida America Reads Coalition. Each College and University has committed Federal Work-Study funds to hire and place students as reading tutors. The M-DCPS Division of Language Arts and Reading developed a nationally recognized tutoring curriculum (*Miami-Reads Tutorial Project*). In addition, the department assists in coordinating training sessions and supporting of all site personnel and college student tutors. The *Miami-Reads Tutorial* is a research based, one-on-one curriculum that targets first graders and provides individualized 30 minute tutoring sessions, 2-3 times a week.

The Critical Role of America Reads Site Coordinators

In order to improve the quality of America Reads at our schools and community agencies, each site must designate a "Site Coordinator" to oversee and administer the America Reads Program. Site Coordinators are asked to meet the standards and expectations set forth in this handbook.

America Reads Tutors

Interviewing and screening of tutor candidates

1. Tutor candidates go through an initial screening and 4-6 hours of orientation and training prior to being sent to your school/site. However, final selection of tutors rests with the Site Coordinator. Site Coordinators are in no way obligated to accept any tutor candidate. America Reads! VISTAs and the Site Coordinator should work collaboratively to staff school sites with tutors throughout the year.
2. New tutors will undergo a mandatory 30-day probationary period upon employment. During this period, Site Coordinators should assess the tutor's performance to determine continued employment in the America Reads program.

Providing support and feedback to America Reads Tutors

Site Coordinators are expected to serve as **mentors and provide ongoing monitoring and guidance** for tutors. This may include, but is not limited to:

1. Providing an orientation – i.e. meet key personnel, tour site, review dress code, review policies and expectations, etc.

Final selection of tutors rests with the Site Coordinator.

2. Establishing a tutoring schedule based on tutor's academic calendar. Identify the best way tutors can reach the Site Coordinator.



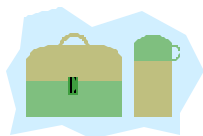
A printed schedule including tutoring times, students, and location should be in an accessible location.

- (a) *Hours*. Tutors are expected to work 10-20 hours a week, depending on their class schedule and financial aid allotment.
- (b) *Scheduling*. When establishing a schedule for tutors, Site Coordinators should set aside an appropriate amount of planning time and a minimum of one-half hour for bi-weekly group meetings. In addition, there should be a printed schedule including tutoring times, students, and location in an accessible location.
- (c) *Flexibility*. Because tutors are also college students, we request that sites offer the most flexible possible tutoring times. Tutors are required to work with first graders, however, they may, if necessary tutor older children (e.g., during first grade lunch periods, after 1st graders have gone home, or after school hours, etc.) (**Note**: The emphasis of this program is first grade and must be maintained.)
- (d) *Eligibility*. Tutors are only eligible to work if they are receiving Financial Aid (Federal Work Study) and are enrolled in at least two courses. Site Coordinators should keep the tutors' academic calendars in mind and communicate regularly with tutors about how long they can work (for example, some students/tutors not registered for summer school cannot work past the end of April).

3. Establishing procedures for monitoring timesheets including time spent during breaks and lunches.

All America Reads Sites should have a sign-in book in the front office.

- (a) *Falsification*. Be aware that falsification of hours and signatures on time sheets has occurred in the past. For a tutor, such an offense will result in termination of employment as well as possible suspension and/or expulsion from school.
- (b) *Sign-In book*. Sites should maintain a sign-in book in the main office. The personnel in the front office must verify each sign-in and sign-out time with initials or a signature. This procedure may reduce the likelihood of timesheet falsifications.
- (c) *Paid breaks*. Tutors working between four and five hours in one day are entitled to a paid 15-minute break. Tutors working five or more hours in one day are entitled to a paid 30-minute break. For tutors working less than four hours, the question of breaks is left to the discretion of the Site Coordinator, but tutors should not be paid for these breaks.
- (d) *First grade lunch period*. Unless a tutor is entitled to a 30-minute break (see item 3c above), tutors should not be paid for lunch with the first graders. Time may be used instead as a planning period, to tutor a second grade student, etc.
- (e) *Paid and restricted tutor activities*. Tutors are paid strictly for work related to America Reads. (**Exception**: Paid breaks – see item 3c above.)



This may include, but is not limited to:

- i. tutoring
- ii. organizing America Reads materials

- iii. attending tutor team meetings
- iv. assisting AmeriCorps*VISTA members in the implementation of parental involvement activities
- v. attending in-service workshops

Tutors should not be asked to:

- i. chaperone field trips unrelated to America Reads
- ii. supervise classrooms or be left unsupervised with students
- iii. administer student assessment tests
- iv. tutor groups of two or more students
- v. or other teacher duties

(f) *Questions.* Questions regarding pay and the financial aid status of tutors should be directed to an AmeriCorps*VISTA member.

4. Monitoring absences.

- (a) *Contact persons.* Tutors' attendance should be monitored by a designated contact person, the Site Coordinator, or an alternate.
- (b) *Continuous absences.* If a tutor misses 3 or more days without prior notification, the Site Coordinator should contact the AmeriCorps*VISTA member.

An attendance policy should be strictly enforced.

5. Establishing regular contact.

- a) Observing a 30 minute tutoring session and providing specific feedback
- b) Holding regular biweekly team meetings with tutors
- c) Checking in with first grade teachers regarding tutor performance
- d) Assessing tutor performance to determine their continuation in the program
- e) Allowing tutors to attend M-DCPS/College/University in-service training sessions every six weeks. Tutors will attend a minimum of two in-service training sessions each college term. A tutor's failure to attend an in-service training without prior notification will result in a written warning. A second occurrence will result in termination.
- f) Recognizing and celebrating tutors (e.g., letters of appreciation, certificates, etc.).



Providing necessary materials for tutors

1. See the checklist of materials and components on page 6.
2. Tutors should have a designated place to safely store their materials, timesheets, and tutoring forms. **Note: Tutors are NOT to be left alone with children.** The model is designed to be used in class with the teacher present.

Tutors cannot be left alone with children.



Maintaining channels of open communication

Site Coordinators are encouraged to maintain open lines of communication with first grade teachers, tutors, VISTA members, and college/university coordinators and Division of Language Arts and Reading administrator responsible for the America Reads! Program.

VISTA members are not tutor supervisors.

Site Coordinators as primary supervisor of tutors

1. VISTA members are **NOT** to be seen as supervisors of the tutors. Primary, day-to-day monitoring and support are the responsibilities of the school administrator, Site Coordinator, and first grade teacher.
2. If a problem should arise with a tutor, the Site Coordinator in conjunction with the first grade teacher and school administrator is expected to address the problem (e.g., counseling, warnings, development of a work improvement plan, etc.). If the problem persists or is serious enough to warrant outside involvement, the Site Coordinator should contact her/his VISTA member, who will notify the college/university coordinator and the Division of Language Arts/Reading administrator and ensure that the problem is resolved.

AmeriCorps*VISTA Members

Description of South Florida AmeriCorps*VISTA member

The Corporation for National Service has assigned a team of three AmeriCorps*VISTA members to assist in the implementation of the South Florida America Reads! initiative. Site Coordinators, first grade teachers, and school personnel should work closely with their assigned VISTA member. Site Coordinators should provide contact information and best times to contact to their assigned VISTA.

Responsibilities of South Florida AmeriCorps*VISTA member

Responsibilities of the AmeriCorps*VISTA members may include, but are not limited to, the following:

- (a) Serve as a liaison between tutors, school personnel, college/university coordinators, and M-DCPS
- (b) Help recruit and place Federal Work Study tutors
- (c) Increase the quality of support, follow-up, and tutoring provided
- (d) Increase communication among all stakeholders
- (e) Promote and share new ideas, tutoring tips, and “best practices”
- (f) Assist in identifying and solving problems
- (g) Help develop ideas and initiatives to enhance and improve the program
- (h) Assist with the promotion of parental involvement



Relationship to Miami-Dade County Public Schools

Collaborating with and supporting first grade teachers

1. Site Coordinators should assist first grade teachers with the evaluation and selection of students to be tutored.
2. Site Coordinators should train first grade teachers and paraprofessionals in the America Reads! Program.



Attending District meetings

1. Beginning and end of year meetings
2. Periodic in-service meetings

Following District project guidelines

1. As outlined in Site Coordinator handbook and the America Reads! Primary Tutorial Program

America Reads Tutorial Checklist of Materials and Components

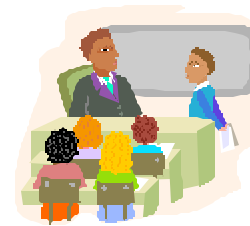
All America Reads Sites should comply with each item from the following checklist:

Site Coordinator – see page 1

- Knows and understands the tutorial project
- Prepares the materials for tutorial – see “Materials” below
- Sets up a centralized area for tutor materials
 - Copies of lesson plans
 - Copies of tutor forms (My 100 Words, Book Log, Word Bank List, etc.)
- Collects Student Record Form with Screening Assessment information
- Schedules Tutor times (30 minutes per child, 2-4 times per week)
- Observes and coaches to provide feedback to tutors – see page 3, item 5a
- Conferences with tutor and 1st grade teacher(s) on a bi-weekly basis – see page 3, item 5b

First Grade Teacher(s)

- Assists Site Coordinator in preparing materials
- Sets aside quiet area for tutor and student to work in classroom (i.e., science boards to block distractions, a book corner, etc.)
- Provides chunk to tutor weekly/biweekly
- Observes and coaches Tutors
- Conferences with Site Coordinator and tutor weekly



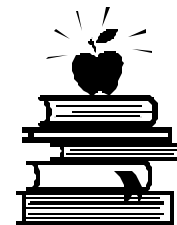
The Setting – Tutor Area

Physical

- Small bulletin board containing tutor schedules
- Copies of necessary materials
 - Lesson plans
 - Tutor forms, etc.
- Area for tutors to keep materials and prepare for sessions
- Place to keep Tutor Payroll sheets
- Place for tutors to sign in daily (in main office for security purposes) – see page 2, item 3b
- Permanent nametags for tutors (located near sign in book)

Materials

- “Little book” collection levels A-D with word card in back pocket. (i.e. Modern Curriculum Press, The Wright Group, etc.)
- Picture Sound Sort
- ABC cards or plastic letters
- File folders containing:
 - copies of Tutor Plan (levels I & II)
 - copies of Book Log/Word Bank page
 - copies of My 100 Words page
 - individual tutor record folders (copies of time sheets, volunteer forms, etc.)
- Ziploc baggies/envelopes for Word Bank
 - Index cards/paper
 - Crayons/pencils
 - Stickers for rewards
 - Word sort card



2001-2002 America Reads Sites

Miami-Dade County Public Schools (8/01)

Region I

<u>Site Name</u>	<u>Site Coordinators</u>	<u>Reading Specialist</u>	<u>VISTA Liaison</u>
Amelia Earhart Elem.	RC Migdalia Chavez 688-9619	Margie Stutz	Dana Evert
Barbara Hawkins	RC Mildred Moore 624-2615		Dana Evert
Lake Stevens Elem	RC Ira Fisher		Dana Evert
Flamingo Elem.	RC Lourdes Tejero 691-5531 x 109	Margie Stutz	Dana Evert
James H. Bright Elem.	RC Gladys Rodriguez 885-1683	Margie Stutz	Crystal Carter
M.A. Milam Elem.	RC Marilyn Wolfson 822-0301 x295	Luanne Nelson	Crystal Carter
North Hialeah Elem.	RC Christina Tanfani 681-4611	Margie Stutz	Dana Evert
North Twin Lakes Elem.	RC Beverly Royals 822-0721 x121	Sylvia Correa	Crystal Carter
Palm Lakes Elem.	RC Ivette Garcia 231-8984	Kyle Rabin	Crystal Carter
Palm Springs Elem.	RC Elisa G. Resende 822-0911	Margie Stutz	Dana Evert

Region II

<u>Site Name</u>	<u>Site Coordinators</u>	<u>Reading Specialist</u>	<u>VISTA Liaison</u>
Fulford Elem.	RC Donna Wilson 949-3425	Susan Dengate	Dana Evert
Gratigny Elem.	RC Christina Reynolds 681-6685	Nivia Garbalosa	Dana Evert
Hibiscus Elem.	RC Dolores Brinson 652-3018 x143	Helene Cohen	Dana Evert
Linda Lentin Elem.	RC Annie Lavender 891-4011	Nivia Carbalosa	Dana Evert
Natural Bridge Elem.	RC Margrat Samsom 891-8649		Dana Evert
North Miami Elem.	RC Audra Herrington 949-6156	Nivia Carbalosa	Dana Evert
Norwood Elem.	RC Janine Townsley 653-0068	Helene Cohen	Dana Evert
W.J. Bryan Elem.	RC Lorraine Tamboia 891-0602 x117	Nivia Carbalosa	Dana Evert

Region III

<u>Site Name</u>	<u>Site Coordinators</u>	<u>Reading Specialist</u>	<u>VISTA Liaison</u>
Charles Drew Elem.	RC Mary Murphy 691-5908	Priscilla Dames	Ivelisse Rodriguez
Hialeah Elem.	RC Natalie Wagner 888-6709	Priscilla Dames	Dana Evert
Holmes Elem.	RC Denetra Collins 836-3421		Ivelisse Rodriguez
Lorah Park	RC Marta Suarez 633-1424		Ivelisse Rodriguez
Miami Park Elem.	RC Gennie Brown 691-6361 x542	Ivette Padron-Rojas	Dana Evert

Region IV

<u>Site Name</u>	<u>Site Coordinators</u>	<u>Reading Specialist</u>	<u>VISTA Liaison</u>
Douglass Elem.	RC Toni Pavlov 371-4687 x137	Kathleen Fernandez	Ivelisse Rodriguez
Kensington Elem.	RC Nancy Cedeno 649-2811 x128	Zulema Lamazares	Ivelisse Rodriguez
Kinloch Park Elem.	RC Margarita Barrett 445-1351	TBA	Ivelisse Rodriguez
Phillis Wheatley Elem.	RC Patricia Monroe 573-2638	TBA	Ivelisse Rodriguez
Shenandoah Elem.	RC Diane Davis 643-4433	Zulema Lamazares	Ivelisse Rodriguez
Silver Bluff Elem.	RC Lucy Varona 856-5197 x3	Casey Lustgarten	Ivelisse Rodriguez

Region V

<u>Site Name</u>	<u>Site Coordinators</u>	<u>Reading Specialist</u>	<u>VISTA Liaison</u>
Bel Aire	RC Elizabeth Crear		Crystal Carter
Bowman Ashe Elem.	RC Ana Mejido 386-6667 x605	Dr. Laura Morrison	Crystal Carter
Colonial Drive Elem.	RC Carol Brott 238-2392	Martha Hinds	Crystal Carter
Carlos Finlay	RC Mari Del Castillo		Crystal Carter
Ludlam Elem.	RC Cammy Romerz 667-5551		Ivelisse Rodriguez
Marjory Stoneman Doug.	RC Julie Prieto 226-4356	TBA	Crystal Carter
Tropical Elem.	RC Martha Smith 221-0284	Beth Caterina	Crystal Carter
Sylvania Heights	RC Clara Tano		Crystal Carter

Region VI

<u>Site Name</u>	<u>Site Coordinators</u>	<u>Reading Specialist</u>	<u>VISTA Liaison</u>
Miami Heights Elem.	RC Michell Palomino 238-3602	Amneris Ve lasquez	Crystal Carter
Naranja Elem.	RC Mrs. Lugo 258-3401	Evelyn Prakash	Crystal Carter
Peskoe Elem.	RC Debbie Patterson 242-8340 x506	Evelyn Prakash	Crystal Carter
Pine Villa Elem.	RC Renny Neyra 258-5366	Amneris Velasquez	Crystal Carter
Redondo Elem.	RC Sandra Bass 247-5943	Silvia Tarafa	Crystal Carter
S. Miami Heights Elem.	RC Michelle Zakis 238-6610	TBA	Crystal Carter

After School Sites

<u>Site Name</u>	<u>Site Coordinators</u>	<u>VISTA Liaison</u>
The After-School House	Daisy Harrell 667-0555	Ivelisse Rodriguez
The Barnyard Community Center	Tina Hoo 446-6216	Ivelisse Rodriguez
ChildHope Inc.	Donald Tate 827-9492	Dana Evert
Easter Seals	Ronni Waldman 325-0470	Ivelisse Rodriguez
JFK Library	Maria Gomez 818-9143	Dana Evert
Mattie Koonce	Reggie Lucien 379-6058	Ivelisse Rodriguez
Town Park	Kristopher Smith 573-8211	Ivelisse Rodriguez
The NFL Youth Education Center	April Johnson 694-4889	Dana Evert

Additional Contacts

2001-2002 Americorps*VISTA Coordinators

<u>Name</u>	<u>Home Site</u>	<u>Telephone</u>	<u>Pager</u>	<u>E-mail</u>
Crystal Carter	Florida Int'l. Univ.	305-237-0896	305-729-8044	ccarter@mdcc.edu
Crystal Carter	M-DCC Kendall/Homestead	305-237-0896	305-729-8044	ccarter@mdcc.edu
Dana Evert	M-DCC North	305-237-1791	305-287-6500	devert@mdcc.edu
Dana Evert	Barry University	305-237-1791	305-287-6500	devert@mdcc.edu
Ivelisse Rodriguez	M-DCC Wolfson	305-237-3833	305-272-5626	irodrig5@mdcc.edu
Ivelisse Rodriguez	University of Miami	305-237-3833	305-272-5626	irodrig5@mdcc.edu

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Florida Computer & Business School

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Florida International University

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Miami Ad School

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Miami-Dade Community College

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E-mail: apowell@mdcc.edu

Luciano Ramos, M-DCC Wolfson Campus Director
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Miami-Dade County Public Schools

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Technical Career Institute

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Fax: 305-883-5675
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Fax: 305-883-5675
E-mail: carlos@margogrp.com

University of Miami

Maria Pavon, Associate Director, Office of Student Employment
Telephone: 305-284-6641
Fax: (305) 284-6724
E-mail: mpavon@miami.edu

America Reads Site Contract

(America Reads Site) _____ hereby agrees to comply with the policies and guidelines set forth in this handbook for the 2001-2002 school year. Not adhering to these standards may result in reconsideration of eligibility.

School Principal:

Name _____

Date _____

Signature _____

America Reads Site Coordinator:

Name _____

Title/Position _____

Date _____

Signature _____

America Reads Alternate Contact Person:

Name _____

Title/Position _____

Date _____

Signature _____

*Please return this form to Pauline Ward, Division of Language Arts/Reading, by September 14, 2001.
Fax number: (305) 995-2910.*