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 Amarillo 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
- Must be a senior attending one of the four Amarillo Independent School District High Schools OR a high school graduate working toward a college degree.
- 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.
Requirements for high school applicants:

- Must be 17 years old by August start date and a graduating senior at an Amarillo ISD high school for service year
- Must have passed the STARR EOC test in English II
- Must have no less than an 80 overall GPA and 95% attendance in school
- Must have room in schedule to accommodate
  - AmeriCorps required class at Caprock
  - 3 hours of morning tutoring at an elementary campus or 3 hours in an after school program
- Must have proof of U. S. Citizenship or Permanent Legal Resident of the United States
- Must have own transportation
- Must be able to attend training the week before the start of school
- Must participate in required National Service Days, projects, and trainings

Benefits of being in high school AmeriCorps are:

- 3 elective credits for the class and time at work
- $4,894.00 living allowance
- Segal Education Award (approx. $2,300) allotment after successful completion of the program and a minimum of 675 service hours.

Timeline:

- Currently accepting applications.
- Applications should be turned in to the AmeriCorps Program Director, Education Support Center, 7200 I-40 West, Amarillo, TX 79106 by **February 13th**.
- Interviews will be held at Amarillo ISD Education Support Center in late March/early April. Applicants will be notified of the date of the interview.

Contact for questions: April Leming, Amarillo ISD AmeriCorps Director

april.leming@amaisd.org (806) 326-1328
Amarillo ISD College AmeriCorps

Requirements for college applicants:
- Must be at least 17 years old on August start date of service year
- Must be enrolled and attending college for the year of service
- Must have 48 college hours (official transcript) or pass Every Student Succeeds Act (ESSA) Test (offered free at the ESC after acceptance into program)
- 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 in an Extended School Day Program between the hours of 12:30 noon and 6:00 pm each day school is in session
- Must attend required training sessions (Orientation in early August)

Benefits of being in college AmeriCorps are:
- $9,000 living allowance
- Segal Education Award (approx. $3,000) 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 March 5th to Lynn Hawkins at Caprock High School, 3001 SE 34th, Amarillo, TX 79103 or April Leming at the Education Support Center, 7200 I-40 West, Amarillo, TX 79106
- Interviews will be held at Amarillo ISD Education Support Center in April. Applicants will be notified of the date of the interview.

Contact for questions: April Leming, Amarillo ISD AmeriCorps Director
april.leming@amaisd.org (806) 326-1328
REQUIRED SIGNATURES ON APPLICATION:

__________ Page 1 – Applicant and Parent for application submission (parent if under 18)

__________ Page 3 – Applicant and Parent for Criminal History check

REQUIRED ATTACHMENTS

________ Picture of applicant has been attached to the first page of the Application.

________ A copy of social security card

________ A copy of one of the following picture identifications:
  • A state issued Driver’s license (or learner’s permit)
  • A state issued ID
  • If you are not a US citizen, a copy of your Permanent Resident Card (Green Card)

  NOTE: A copy of a birth certificate is not an allowable replacement

Please make sure the following has been completed or attached BEFORE turning in your application.

__________ Provided 3 References (not related to you and not given a reference form to complete) on page 1 of application

__________ You have asked and given TWO TEACHERS/SUPERVISORS a reference form that they will complete and return on your behalf.

__________ Double check your application to ensure it is complete!

OPTIONAL ITEMS TO ATTACH:

• Cover letter
• Resume
• Copies of reference letters
Amarillo ISD AmeriCorps
Application for Service

Applying For:
☐ High School AmeriCorps – due by 2/13
☐ College AmeriCorps – due by 3/5

To be completed by applicant: Legal Name Only as on attached ID

MUST WRITE IN INK – NO COPIES

Last Name ___________________________ First Name ___________________________ Middle Name ___________________________

Street Address ___________________________ City ______ State ______ Zip Code ______ Telephone Number ___________________________

Personal Email ___________________________ Student ID # – if in High School ___________________________

Current School/College: ___________________________ Please Circle: H.S. Junior H.S. Senior College
( Current Level in school)

Age ______ Date of Birth ___________________________

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

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<tr>
<th>Name</th>
<th>How known</th>
<th>Complete Address</th>
<th>Zip</th>
<th>Home/Work Phone</th>
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District Policy
The Amarillo 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 Executive Director 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 Amarillo 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 Signature_______________________________________________________________

Date___________________________ Parent Signature (if applicant under 18) ______________________________________________________

By signing this document, I (we) do give permission for our child to apply for and participate in, if chosen, the AISD AmeriCorps Program. All personnel of the Amarillo ISD shall be employed without regard to race, color, religion, age, sex, national origin, or disability. 01/07
PERSONAL DATA

1. Have you been convicted of any criminal offense other than a traffic violation in this state, in any other state, or in any other country?  □ Yes  □ No

2. Have you ever received probation or deferred adjudication of guilt for any criminal offense other than traffic violation in this state, in any other state, or in any other country?  □ Yes  □ No

If you answer yes to any of the above questions, please provide an explanation on attached sheet of paper. This includes date, charge, and location of the applicable court or tribunal.

CONVICTION OF A CRIME IS NOT AN ABSOLUTE BAR TO PARTICIPATION. THE DISTRICT WILL CONSIDER THE NATURE, DATE, AND RELATIONSHIP BETWEEN THE OFFENSE AND THE POSITION FOR WHICH YOU ARE APPLYING.

3. Are you a U.S. citizen?  □ Yes  □ No  If no, enter: Alien Reg. No.__________________ Date Filed________________

4. Are you currently employed?  □ No  □ Yes  If yes, list employer:__________________________________________

5. Can you perform the essential duties and functions of the job for which you have applied? (See Position Description attached)  □ Yes  □ No

If no, please explain what accommodations would be needed for you to perform the essential functions of the job.

6. AmeriCorps requires that all members have reliable transportation. Do you have your own transportation?  □ Yes  □ No

EXPERIENCE WITH CHILDREN

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?

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

How did you hear about AmeriCorps?

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

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

**Applications must include a copy of a state issued ID (driver’s license, learner’s permit, or identification card) OR passport AND Social Security card. If you are not a U.S. citizen please attach a copy of your Permanent Resident Card (Green Card).**
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 Amarillo ISD AmeriCorps Program:

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

I am aware 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 Amarillo 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: ________________
Name of Applicant: ___________________________ School: ___________________

Note to Referring Teacher/Supervisor: Please answer the questions regarding this applicant for the AISD AmeriCorps Tutoring Program as honestly as possible. Your responses will be kept confidential. AmeriCorps members tutor children in elementary schools or the extended school day program for three hours each day. High School Seniors participating in AmeriCorps will also attend a required training class at Caprock High School for one hour each day. Feel free to contact April Leming, Program Director with any questions or concerns at april.leming@amaisd.org or call 326.1328.

1. How long and in what capacity have you known the applicant?

2. Please rate this applicant by circling the appropriate box in regard to the following:

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3. What makes this student stand out from others?

Printed Name

______________________________

Signature and Title

______________________________

Date
Name of Applicant: ___________________________ School: ___________________

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