



Compass Reading Center, Inc.

4701 Old Zuck Road
P.O. Box 9007, Erie, PA 16505-8007
Phone: 814-838-2405

Thank you for your interest in becoming a Tutor-Trainee for the Compass Reading Center, Inc. If you are interested, please complete the Trainee Application Form and return it promptly.

We will notify by e-mail when the next training session will begin. The training is extensive and on-going and will be conducted at the Center. Attendance at all training sessions is mandatory. You will be notified of the exact dates and times. Training for initial level certification involves forty-five class hours of in-service, followed by a 100-hour supervised practicum working with students at the Center over at least an eight month period.

This valuable training is much needed in public and private schools, and will make a significant addition to your resume. In addition to potentially tutoring at the Compass Reading Center, you will be able to tutor privately as a certified Orton-Gillingham educator. At present it is estimated that there are more than 16,000 students in Northwest Pennsylvania who suffer with dyslexia. Our program is the only program in the region dedicated to helping these children.

If you have further questions, or would like to set up an interview time, you may call Compass Reading Center at 814-838-2405. During the school year, the Center is open between 3:30 p.m. and 7:30 p.m., Monday through Thursday. We are looking forward to hearing from you!

Sincerely,

Tammy L. Hayes

Tammy L Hayes, M. Ed.
Compass Reading Center, Inc.

Enclosures: Tutor Trainee Information Sheet
Trainee Application
Dyslexia Pamphlet

Mission of the Compass Reading Center

At the Compass Reading Center, we strive to achieve two main goals.

1. To provide the highest quality, state-of-the-art, individualized Multisensory Structured Language instruction to children (elementary to high school) with dyslexia or a related learning disability at little or no cost to the families and without regard for ethnicity, gender, religious or other affiliation.
2. To provide state-of-the art training to graduate students and other degreed qualified professionals in Multisensory Structured Language Education to become tutors trained in the art, science, and practice of tutoring children using the *Orton-Gillingham* approach to multisensory teaching of reading, spelling, and writing.

What is *Orton-Gillingham* instruction?

Orton-Gillingham is a phonetically based, sequential, structured approach effective in the remediation of reading, spelling and writing of dyslexic students. Sound systems are taught employing all of the learning pathways—auditory, visual, kinesthetic and tactile. The system builds from simple to complex units of language. It is most often taught on a one-to-one basis, but can be taught to small groups by an experienced teacher.

The *Orton-Gillingham* curriculum teaches, at appropriate developmental times, phonograms for decoding and encoding spelling rules and generalizations, writing, and syllable types.

Should I apply for the training course?

The minimum education requirement is a bachelor's degree.

The *Orton-Gillingham* approach is applicable for special educators and reading specialists, but is beneficial to related professionals and teachers at all levels. If you regularly teach school age children, the multisensory skills you learn can positively impact every student with whom you have contact. Once you complete your Initial Level Training in *Orton-Gillingham*, you may continue to work at the Center or begin your own certified private tutoring. At present it is estimated that there are more than 16,000 students in Northwest Pennsylvania who suffer with dyslexia. Our program is the only program in the region dedicated to helping these children as evidenced by our waiting list.

What are the requirements to take the Initial Level Training?

For Initial Level Training you will need to provide:

- a copy of your Bachelor's Degree diploma from an accredited college or university
- an FBI fingerprint clearance
- a resume or vitae
- two references
- a letter of intent stating your interest in the program
- purchase of your core textbooks, cost to be determined (used for planning, you keep them)

Training Course in *Orton-Gillingham* Multisensory Instruction

In cooperation with the Children's Dyslexia Centers, Inc., the Compass Reading Center will offer a 10 month course in *Orton-Gillingham* Multisensory Structured Language training in Reading, Spelling, Grammar, Handwriting and Study Skills. All course work will take place in-house at the Center located at:

4701 Old Zuck Rd.
Erie, PA 16505

What will my training be like?

Your 10 month Initial Level Training course includes:

- 45 class hours of graduate level instruction in the theory and techniques involved in tutoring dyslexic children.
- 100 hours of supervised one-to-one tutoring with two children diagnosed with dyslexia (one hour sessions twice a week, approximately eight months total)
- A minimum of five observations during each semester with individual instructor conferences post-observation
- Close monitoring of your tutoring practicum by the Center's Certified Initial Level Trainer/Certified Academic Language Specialist and training supervisors
- Review/grading of periodic tests and book reports by your trainers
- Use of a state-of-the-art facility custom designed and equipped to facilitate one-to-one tutoring

Your first 24 hours of training will orient you to the *Orton-Gillingham* multisensory method and equip you with the skills to tutor children with dyslexia. You and your

fellow trainees meet for group instruction through conferences and seminars composed of lectures and group discussions. After completing your first 24 hours of study, you will begin your intensive practicum and be assigned two children with dyslexia for 100 hours of supervised tutoring. You will meet twice a week in the evening with each child for one hour tutoring sessions. Your final 21 hours of training will focus on additional techniques and be scheduled on Saturdays throughout your supervised tutoring practicum.

How much will the training course, tuition and supplies cost?

We do our best to use our resources efficiently and wisely to help the most dyslexic children possible and to streamline costs. To train a new tutor, it costs the Center about \$8000. If you are not able to complete the training and practicum, the two children you were tutoring are returned to the waiting list disrupting both the child and their family. Training costs will be determined at a later date.

You are required to purchase your textbooks for the course which will be used in both class instruction and lesson planning. The books are yours to keep.

Sign me up! How do I get started?

To start positively shaping the life of dyslexic children, contact the Compass Reading Center for a tutor application. We can be reached by phone: 814-838-2405 or by e-mail: compassreadingcenter@gmail.com.

When does the 10 month course begin?

Typically Initial Level Training begins in late summer and continues following the academic calendar from September to June.

What is dyslexia?

Dyslexia is an under-reported reading disability from an inheritable condition which affects language acquisition, processing and decoding. About 20% of the U.S. population has learning disorders. Of those up to 80% qualify as dyslexic. People with dyslexia often have trouble understanding words are made up of sounds, correct pronunciation, spelling, proofreading, learning numbers and reading with age-appropriate speed, accuracy and comprehension.

The Facts About Dyslexia

1. Dyslexics have average or higher intelligence and affects boys and girls equally.
2. Dyslexia is NOT a visual problem.
3. Dyslexics are able to learn and succeed academically with early detection and treatment.
4. Dyslexia is a lifelong condition, but it CAN be managed successfully.

5. Dyslexia is a brain-based difference in processing information and it affects the ability to read, write and spell.
6. Dyslexics are often highly creative, intuitive and excellent hands-on learners. Famous dyslexics include Leonardo daVinci, Thomas Edison, Tom Cruise, George Bush, Jay Leno and Charles Schwab.



Compass Reading Center, Inc.
PO Box 9007, 4701 Old Zuck Road, Erie, PA 16506
Phone: 814-838-2405 fax: 814-838-2406
Hours of operation: M-Th 3:30-7:30 p.m.

So you want to know more about becoming a tutor trainee for the Compass Reading Center...

QUALIFICATIONS...

- You must have a **bachelor's degree** to be trained at our Center.
- You must have your clearances to teach in the state of Pennsylvania.

YOUR RESPONSIBILITIES...

- You will be expected to **write lesson plans**.
- You will **tutor two students** for an hour, one-on-one, twice per week.
- You will tutor no more than **two students** over the course of the 100-hour practicum.
- You will read at least **4 books and write book reports** to be turned in to the Center Director.
- You will be expected to participate in **45 class hours of training** over the course of the 8 month period. Twenty-four hours are to be completed before you begin working with students. The remaining hours are done on Saturday mornings during the academic year.
- Fall & Spring semester Center hours are M-Th from 3:30-7:30pm.

THE EXPERIENCE...

- Training is done on site.
- You will be guided through the program by the Center Director.
- Your time spent in the training program is unpaid, but after your certification is completed, you may be offered a paid position at the center as a tutor. Tutors are paid starting at \$20.00 per hour.
- Tutor trainees will be certified in the **Orton-Gillingham** approach after a 100-hour practicum.
- At the completion of the program, you can opt to work for the center, or offer your own tutoring on the side or both (the center could never offer services to all the children who need our services).
- You will touch the lives and hearts of the students and their families by helping children to read, write, and spell. As a result they will make improvements in their schoolwork.



COMPASS READING CENTER

ADULT WORKER'S PROFILE

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Date: _____

Name: _____

Address: _____

Social Security Number: _____ Check if over the age of 18

Prior Addresses, if any, for last 5 years & length of time at each address: _____

Have you worked as an adult with children and youth groups? YES NO

If so, please list and describe: _____

Email address: _____

Telephone: Home (_____) _____ Cell (_____) _____ Work (_____) _____

Employment Profile

Occupation: _____

Name and Address of Current Employer: _____

Length of Employment: _____

If employed less than 5 years, previous employers, address and length with service for each:

Education Profile

What is the highest grade you have completed? _____

Name and Location of High School attended: _____

Name and Location of College attended: _____



ADULT WORKER'S PROFILE

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Personal Profile

Name _____ Date _____

Are you able to perform the essential functions of the position for which you have applied as a Learning Center Volunteer, Professional or Employee with or without a reasonable accommodation? YES NO (If NO, please attach explanation.)

Have you ever been convicted of any felony or misdemeanor offenses for any of the following?

- YES NO The possession, use, or transfer of alcohol
- YES NO The possession, use, or transfer of illegal drugs
- YES NO Crimes in which the victim or accomplice was a minor
- YES NO Activities in which you physically or sexually abused anyone, male or female, or condoned such abuse by others
- YES NO Activities in which you were involved in the creation, possession, use or transfer of pornographic materials
- YES NO Any other offense not mentioned above.

If YES to any of the above, list all such felony and misdemeanor convictions: _____

Has any adverse action been taken by any organizations, schools, churches, or day care centers against you while you were an employee or volunteer for such organization or entity.

YES NO If YES, list and explain: _____

To the best of your knowledge and belief, are there any facts or circumstances involving you or in your background that would call into question being entrusted with the supervision, guidance, and care of young people?

YES NO If YES, list and explain: _____

NOTE: It is unlawful in Massachusetts to require or administer a lie detector as a condition of employment, and an employer who violates this law is subject to criminal penalties and civil liabilities.



ADULT WORKER'S PROFILE

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Reference Profile

Name _____ Date _____

List three people who have known you for at least the last five years who we may contact if more information is needed about you:

Name: _____ Connection: _____

Address: _____

_____ Phone: (____) _____

Name: _____ Connection: _____

Address: _____

_____ Phone: (____) _____

Name: _____ Connection: _____

Address: _____

_____ Phone: (____) _____

Comments: _____

Applicant's Certification and Statement

I certify that the information given herein is true and complete to the best of my knowledge.

I authorize the investigation of all information given herein, including the investigation of all current and prior employment listed above, as may be necessary to arrive at an employment decision. I understand that this Profile is not, and is not intended to be, a contract of employment and that any employment is strictly "at will."

I hereby release any party investigating the information provided by me in this profile, as well as any party providing information about my background, from any and all claims and damages in connection with the investigation or verification of such information.

In the event of employment, I understand that false or misleading information given in this Profile may result in my discharge.

Signed: _____ Date: _____