

MATH CORPS - POSITION DESCRIPTION

POSITION TITLE Elementary Math Tutor
REPORTS TO Program Manager and Internal Coach

POSITION SUMMARY

The Elementary Math Tutor is placed at an elementary school to provide supplemental practice to children in Kindergarten through third grade to develop their math skills. The tutor will use scripted, evidence-based math strategies as guided by their coaches and will conduct assessments to ensure each student is proficient in math based on their grade level. This is an AmeriCorps service member position with the AmeriCorps program, Math Corps.

ESSENTIAL FUNCTIONS

Early Math Intervention and Assessment

- Conduct one-on-one or paired tutoring sessions with students using scripted, evidence-based math strategies provided by Math Corps; achieve a high degree of fidelity to the scripted strategies.
- Assist children in improving their math skills and abilities to reach grade level expectations.
- Develop and maintain a weekly tutoring schedule which maximizes the number of students served and allows each child or student pair to receive daily 20-minute tutoring sessions using prescribed math strategies.
- Assess, with a high level of accuracy, students' continual progress through progress monitoring and benchmarking.
- Identify students who qualify for Math Corps tutoring services based on a Math Corps designed assessment with direction from Coaches.
- Provide complete, accurate, and timely documentation of students' daily progress and strategies using an online database; maintain confidentiality of all student data.
- Regularly review student data with Coaches to gauge the effectiveness of the math strategies being used and determine if a change in strategy is necessary.
- Participate in regular coaching sessions (including observation of tutor) to review student progress, plan, problem-solve, and set goals; act on constructive feedback from coaching sessions.
- Provide feedback to program developers regarding the implementation of all aspects of the Math Corps program including interventions, benchmark assessments, progress monitoring assessments, etc.

Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Communicate regularly and effectively with Coaches, Math Corps staff, and site personnel.

Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to the full service term, serving the total commitment of hours within the term.
- Attend all required Math Corps sponsored training sessions, meetings, and coaching sessions; travel as necessary.

Emergency Response

- Assisting with statewide preparedness for, response to, and recovery from disasters which includes supporting schools and communities in disaster relief activities related to COVID-19 closures and social distancing procedures.

SECONDARY FUNCTIONS

- Represent Math Corps at site-sponsored activities (e.g., family night) and provide education about Math Corps and general math awareness. Recruit community volunteers to participate in site-based events or math focused programming.
- Be an ambassador of the program by submitting Great Stories and participating in outreach activities.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.

MINIMUM QUALIFICATIONS

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service background checks.
- Must not have served 4 or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Basic computer skills, including the ability to navigate online systems and email

Math Corps will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats.