



MATH CORPS - POSITION DESCRIPTION

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

POSITION SUMMARY

The Math Enrichment Tutor works with groups of 2-3 students (4th - 8th grade) who are not proficient in math. The Math Enrichment Tutor implements prescribed mathematics strategies and conducts progress monitoring assessments to ensure students are on track to reach proficiency. This is an AmeriCorps service member position with the AmeriCorps program, Math Corps.

ESSENTIAL FUNCTIONS

Math Intervention and Assessment

- Conduct tutoring sessions with groups of students using prescribed mathematics strategies provided by Math Corps; achieve a high degree of fidelity to the scripted strategies.
- Assist students in improving their math skills and abilities to reach grade level expectations.
- Develop and maintain a weekly tutoring schedule for groups of 2-3 students which maximizes the number of students served and provides a minimum of 90-minutes of tutoring for each student per week.
- Assess, with a high level of accuracy, students' continual progress through progress monitoring and benchmarking.
- Identify students who qualify to receive Math Corps tutoring services based on Math Corps defined assessment and direction from the coaches.
- Provide complete, accurate, and timely documentation of students' progress scores 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 (includes observation of tutor) to review student progress, plan, problem-solve, and set goals; act on constructive feedback from coaching sessions.

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 service for the full service term, serving the total commitment of hours within the term.
- Participate in all required Math Corps sponsored training sessions, meetings, and coaching sessions; travel as necessary.

Emergency Response

- Assist 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.

Position Description – Math Enrichment Tutor

- 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.