

Guide to Partnering with



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This Guide contains important information about being a host site with Math Corps. Questions about Math Corps should be directed to sites@ampact.us.



Ampact is a national organization that demonstrates the power of national service to solve complex social problems. We create innovative programs that focus on education, environmental stewardship, and healthy futures for communities. These programs include Reading Corps, Math Corps, Early Learning Corps, Climate Impact Corps, Recovery Corps, Heading Home Corps, Public Health Corps, Language Corps, Resettlement Corps, and Summer Impact Corps.

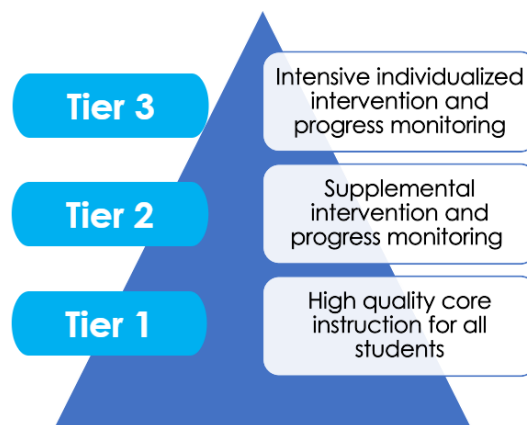
Math Corps Overview

What are Math Corps services?

- Math Corps is an evidence-based, high-dosage math tutoring program. Math Corps uses instructional strategies aligned with research and expert recommendations for supporting students who need more support in math.
- The standard Math Corps model serves students in grades 4 through 8. An Elementary Math Corps initiative serving grades Kindergarten through 3 is available in some areas.
- Math Corps tutors are trained to provide about 90 minutes of tutoring per week in small groups of 2 or 3 students in grades 4–8 OR daily 20–minute sessions to pairs of students in grades K – 3.
- A staff person at the school (“site”), called an Internal Coach, completes Math Corps training and supports the tutors throughout the year.
- A Math Corps expert with educational experience, called a Coaching Specialist, supports the Internal Coach and tutors at the site.
- Math Corps targets foundational math skills in whole and rational number understanding with algebraic reasoning.
- Tutors are trained to deliver scripted math interventions, along with additional training related to equity, supporting social-emotional learning and engagement.
- Internal Coaches and Math Corps Coaching Specialists support tutors with selecting interventions for students based on individual student data.

Which students are eligible for Math Corps services?

- Students in K through 3rd OR 4th through 8th grade scoring below target on state proficiency tests and/or a benchmark assessment administered by Math Corps tutors are eligible for tutoring.
 - Within a Response to Intervention/Multi-Tiered System of Support 3-Tier model (pictured below), these students are generally classified as receiving Tier 2 supports.
- Students who need math skill practice versus intensive math instruction in longer daily sessions.
- Students receiving Title 1, special education, or English Language services are eligible as determined by the Internal Coach in collaboration with the Math Corps Coaching Specialist and school staff.



When are Math Corps services delivered, and how many students do tutors serve during the school day?

- Tutoring sessions occur outside of a student's teacher-led math instructional time during the school day.
- Students participating in Math Corps (4 – 8) receive 90 minutes of tutoring weekly. These 90 minutes can be divided to fit your students' schedules (e.g., three 30-min sessions per week, five 20-min sessions per week, etc.)
- Students participating in K-3 Math Corps receive daily 20-minute sessions in pairs every day a tutor is at the site (ranges from 3-5 days per week depending on tutor commitment).
- Tutor caseloads of students vary depending on the number of hours the tutor is serving in a day.
 - Tutors serving 6 or more hours per day serve a minimum of 24 students
 - Tutors serving less than 6 hours per day serve a minimum of 14 students

How long do students receive Math Corps services?

- Students receive Math Corps interventions as long as their individual data indicates they are in need of intervention services.
- Math Corps tutors administer formative assessments of skill mastery, weekly fact fluency probes, and a benchmark assessment three times per year to determine whether intervention services are still needed.

How often do Math Corps tutors meet with their Coaches?

- It is recommended that tutors and their Internal Coaches allocate 10-15 minutes per day for communication or schedule weekly meetings. As tutors become familiar with their tasks, the amount of meeting time may be reduced.
- Once per month, the Internal Coach, Math Corps tutor(s), and Math Corps Coaching Specialist meet to review every student's progress, determine which interventions will be observed for fidelity and provide additional data-based decision making to support student growth.
- Once per month, Coaches observe tutors with students and check intervention integrity using observation checklists. Math Corps Coaching Specialists observe and conduct integrity checks with Internal Coaches regularly to support the Internal Coach in learning the interventions and coaching the tutors.

Who are Math Corps tutors?

- Math Corps tutors are individuals engaged in a commitment of service, during the school year, in meeting needs in their local communities through AmeriCorps and are commonly referred to as "members" or "tutors."
- Math Corps tutors maintain a stable, regular schedule of hours at a site and are supervised by an Internal Coach at the site.
- Math Corps tutors are not employees of the school nor are they paraprofessionals; they may not be used to supplant services provided by the site employees (including lunchroom duty, playground supervision, etc.).
- Tutors receive a living allowance and earn hours of service toward an education award to pay educational expenses at qualified institutions of higher education, for educational training, or to repay qualified student loans.

What are the assessments used?

- The assessment tools used by Math Corps were chosen because of their statistical reliability and validity. The measures fit under the umbrella of “Curriculum-Based Measurement” (CBM). Benchmark assessments are conducted in the fall, winter and spring. Students must demonstrate mastery of individual skills practiced in tutoring to progress through Math Corps content. Benchmarking assessments measure grade-level foundational math skills.

What evidence exists to support Math Corps?

- Math Corps is identified as having the highest level of evidence by [Evidence for ESSA](#) at John Hopkins University because multiple randomized controlled trials have demonstrated the impact of Math Corps.
- Math Corps is a member of [Proven Tutoring](#), a coalition of tutoring programs proven in rigorous research recognized by the Center for Research and Reform in Education.
- A full summary of the evidence supporting Math Corps can be found online through the National Science and Service Collaborative at nssc.serveminnesota.org/americorps-impact/math-corps.

Considerations for Partnership with Math Corps

Math Corps partners with schools to provide tutoring and can thrive in a wide variety of contexts. There are a few initial considerations for bringing Math Corps to your school:

- Does your school ("site") serve students in K – 3rd grades OR 4th–8th grades?
- Is there room in your school schedule for a tutor to work with a caseload of students outside of core math instructional time (minimum of 24 students for tutors serving 6 hours or more per day, minimum of 14 students for tutors serving less than 6 hours per day)?
- Is there support for research-based math interventions to occur during the school day, outside of core instruction?
- Is there someone on your staff with the interest and capacity to serve as the Internal Coach?
Please turn to the "Description of Internal Coach" in this document and review it.
- How will the Internal Coach's schedule reflect time for Math Corps duties (approx. 6-9 hours per tutor per month) plus training?
 - How will you ensure the Internal Coach is given adequate time to complete required training?
 - How will you ensure the Internal Coach has adequate time to spend on Math Corps duties throughout the year?

Here are some other factors that are helpful to consider:

- What other intervention resources are available at your school? Which students will be prioritized for Math Corps service compared to students who will be prioritized for other intervention(s)?
- How many students in your building demonstrate a need for intervention services because they are scoring below proficiency on state achievement tests or other school screening tools?
- In which space(s) will tutoring occur?
- To which computer(s) or other device(s) will tutor(s) have regular, reliable access?
- What secure (locked) storage could the tutor utilize (for student files, for personal effects, etc.)?
- What do we need to know about your school or district/agency to follow your policies and expectations for partnerships?
- Which staff member at your school or district/agency will lead AmeriCorps member recruitment efforts? Site partners play an essential and active role in recruitment by collaborating to provide referrals and recruit prospective AmeriCorps members from their community and networks.

Site Expectations in Implementing Math Corps

1. **Identify a staff person to fill the role of Internal Coach** and allocate sufficient time for the person to complete training and fulfill the responsibilities of Math Corps, including providing on-site supervision and support of the Math Corps tutor.
2. Work in collaboration with program staff to **find high-quality Math Corps tutors**. Many of our tutor candidates are connected to the program by our site partners. Your participation in recruitment is essential.
3. **Educate teachers and school staff** about the Math Corps model to capture buy-in and support.
4. **Welcome the tutor to the site**, introduce to staff, and provide an orientation to the site. Provide tutoring and workspace for the tutor to use, including a locked filing cabinet and consistent access to a computer or other device with high-speed internet access.
5. Follow Math Corps' guidance and student assessment scores to determine which students are eligible for Math Corps Services.
6. Support the tutor's **implementation of Math Corps'** research-based math interventions.
7. Ensure that students receiving Math Corps services are provided targeted math interventions for approximately 90 minutes per week (4th – 8th grade) or 20 minutes per day (K – 3rd grade). Assist tutors in **creating the tutoring schedule**.
8. Support benchmarking during the fall, winter, and spring benchmark periods for participating students and record these data into the online data management system.
9. **Oversee progress monitoring** for participating students to guide tutoring interventions. Tutors are responsible for administering our assessments and recording daily tutoring activity using our online data management system (MCDMS).
10. **Ensure that Math Corps tutors consistently serve at least a minimum caseload** of students at any given time to maximize the impact on the number of students served.
11. **Adhere to the exit criteria** guidelines set by Math Corps, which establish when a student is ready to be exited from Math Corps services.
12. **Provide demographic data & state-assigned student ID number** for students receiving Math Corps services. Support the Math Corps program in following federal (i.e., FERPA) and state regulations for data security and sharing. A detailed description of data required from the site for participating students is provided in the Math Corps Site Agreement.
13. **Communicate with the families/caregivers** of students who are receiving Math Corps services in collaboration with the tutor. Provide a mechanism for informing families/caregivers that their child is receiving Math Corps services. One option is to use the template letter provided by Math Corps.
14. Ensure **service site is accessible** to people with disabilities.
15. **Pay the site fee** (where applicable).*

*While federal AmeriCorps funding covers 2/3 of the costs associated with each member, our programs must raise additional dollars to serve as a cash match to the federal dollars. Depending on the success of these efforts in specific states or regions, it may be necessary to charge a fee to a school. Please contact sites@ampact.us with any questions.

Description Of Math Corps Roles

Description of Math Corps Tutor

Who is this person?	Someone recruited from the community – a recent college graduate, a parent, a retiree, etc.
What does the tutor do at the site?	The tutor provides targeted Math Corps interventions to small groups of students. In 4-8 Math Corps, students receive 90 minutes of tutoring weekly (typically in three 30-minute or two 45-minute tutoring sessions each week). In K-3 Math Corps, students receive daily 20-minute sessions.
Are there other things the tutor is expected to do?	The tutor is required to complete ongoing Math Corps training and participate in professional development with their Coach(es) and/or Program Staff. Tutors are required to complete data entry regularly to track student progress. Tutors may also participate in supplemental activities at their site or in their community.
What is the time commitment?	<ul style="list-style-type: none"> • Full-Time (FT) tutor serves approximately 35 hours/week • Part-Time (PT) tutor serves 25 hours/week • Reduced Part-Time (RPT) tutor serves 18 hours/week <p>Cohorts of tutors start at designated times and commit to serving through the end of the school year</p>
What are the financial benefits?	<ul style="list-style-type: none"> • Bi-weekly living allowance • Education award of up to \$5,000+ • Student loan deferment on federal loans • Health insurance (FT)
What are the non-financial benefits?	<ul style="list-style-type: none"> • Make an impact on their community • Gain valuable experience in a school • Learn math intervention strategies • Play a vital role for children in education
How do they get involved?	Start the process by completing a Math Corps tutor application online at join.readingandmath.org

Description of Internal Coach

<p>Role</p>	<p>The Internal Coach is designated by an administrator and trained by Math Corps to provide math support and oversight to the Math Corps tutors. Internal Coaches uphold the Math Corps model and act as a liaison between school staff, the tutors, and the program.</p>
<p>Person</p>	<p>An Internal Coach is an employee of the service site. An Internal Coach should have interest in and time available to dedicate to the program, including supporting members, completing required training, and participating in coaching sessions. It may be beneficial for an Internal Coach to be knowledgeable about interventions or math instruction.</p> <p>Challenges occur when this responsibility is assigned to staff without concretely opening dedicated time in that position for Math Corps coaching. We recommend that administrators be thoughtful about incorporating this responsibility into a staff person's position.</p>
<p>Time Commitment</p>	<ul style="list-style-type: none"> • Average of 6-9 hours of coaching and support <u>per tutor</u> per month • Up to 5 hours of required training
<p>Training</p>	<p>Internal Coaches are required to complete less than 5 hours of training but have access to additional information and professional development through our learning management system if needed. Training will be sent to Internal Coaches before the start of the program year or when they register with the program and should be completed within two weeks of a tutor starting.</p>
<p>Responsibilities</p>	<p>Provide an on-site orientation for the tutor(s) to introduce them to your site.</p> <p>Develop a consistent weekly schedule with the tutor that accounts for the daily and weekly hours commitment of their position. Tutors should work with a full caseload of students at any given time. Most of tutors' time in the building should be spent in direct service to tutoring students.</p> <p>Develop and maintain positive relationships with the tutor(s) and serve as the primary point of contact for tutor(s) at the school site level.</p> <p>Facilitate building tutor(s) relationships with school-based staff, including classroom teachers.</p> <p>Complete intervention integrity checklists monthly, provide feedback to the tutor, and submit forms to Math Corps.</p> <p>Identify students eligible for Math Corps in collaboration with the Coaching Specialist and tutor(s).</p> <p>Attend Data Review Meetings 3X/year – includes review of MCDMS and fidelity checks. Attend additional meetings with Coaching Specialist as needed or requested by the site.</p> <p>Provide support to allow the tutor to develop professionally throughout the year, including inviting the tutor to participate in professional development opportunities at the service site.</p> <p>Work closely with program staff and site administration to proactively manage tutor performance and address issues as they arise. Tutors are expected to</p>

adhere to site policies and procedures regarding confidentiality, safety, dress code, attendance, etc.

Approve tutor timesheets once every two weeks.

Participate in **semi-annual site visits** with program staff.

Participate in **special site visits** to highlight and demonstrate the effectiveness of the Math Corps program, as applicable. These site visits may include media, legislators, corporations, and other parties involved in funding.

Submit in-kind reports to record time dedicated to supporting Math Corps (where applicable).

The Cost of Math Corps

The chart below breaks down the cost associated with Math Corps.

Description of cost	Math Corps pays	Site pays
Site fee (where applicable)*		✓
Tutor recruitment efforts	✓	✓
Background checks on tutors	✓	**
Tutor living allowance & benefits	✓	
Worker's Compensation / AD&D policy for tutors	✓	
Tutor transportation costs to attend Math Corps-required training	✓	
Tutor transportation costs to attend site-required training (if applicable)		✓
Cost of including tutors in site-sponsored training		✓
Cost of photocopies of intervention lessons		✓
Misc. supplies used by tutor (e.g. markers, paper)		✓
Computer/device and Internet access for tutor		✓
Workspace for the tutor, including locked file cabinet		✓
Salary of Internal Coach to fulfill Math Corps responsibilities, including required training		✓
Salary of Math Corps Coaching Specialist and Program Staff to fulfill Math Corps responsibilities	✓	
Math Corps manual, including assessment and intervention materials	✓	

* While federal AmeriCorps funding covers 2/3 of the costs associated with each member, our programs must raise additional dollars to serve as a local match to the federal dollars. Depending on the success of these efforts in specific states or regions, it may be necessary to charge a site fee. This fee varies based on state or region. Please contact sites@ampact.us with any questions.

** If site or district policy requires a background check above and beyond what is conducted by Math Corps, that fee is not paid by the program, nor may it be passed on to the tutor.

Next Steps to Partnering with Math Corps

Prepare to Submit Your Application

- Identify a staff member to serve as an Internal Coach
- Identify a staff member to serve as a Recruitment Contact
- Determine the number of Math Corps members and type for which to apply
- Complete and submit your site application. Site applications are reviewed on a rolling basis.

After You Apply

- Receive communication with site award decisions and details
- Communicate with program staff to further discuss the partnership
- Complete the site onboarding training course. Share this with the identified Internal coach and other relevant staff.
- Begin recruiting using the recruitment toolkit

Before the Program Year Begins

- Sign the Site Agreement, collaborating with district or agency-level administration, as needed
- Ensure the Internal Coach is ready to complete program-required tasks and training and has the capacity to dedicate 6-9 hours per member, per month
- Educate staff about Math Corps
- Prepare to welcome and orient Math Corps member(s) to your site by determining a designated workspace and communicating with the Math Corps member(s) once they are hired