

## Position Description



<b>Position Title</b>	K-3 Math Tutor
<b>Program</b>	Math Corps
<b>Reports to</b>	Program Manager and Internal Coach

## Position Summary

The K-3 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 on track to reach proficiency in math, based on their grade level. This is an AmeriCorps service member position with the AmeriCorps program, Math Corps.

## Essential Functions

### Early Math Strategies and Assessment

- Conduct paired tutoring sessions with students using scripted, evidence-based math strategies provided by the program; 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 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 tutoring services based on a program 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 program including strategies, benchmark assessments, progress monitoring assessments, etc.
- Provide opportunities for family involvement for students receiving services, including implementing program family engagement strategies.

### Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Communicate regularly and effectively with coaches, Ampact 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 in person or virtual required program sponsored training sessions, meetings, and coaching sessions; travel as necessary.

### Non-Essential Functions

- Participate in one or more site-sponsored activities (e.g., family night) and provide education about the program and general math awareness. Recruit 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).

### Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four 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.

### Physical Requirements

- Ampact strives to provide an accessible service environment for all members. Though positions generally require some level of physical activity, Ampact will strive to provide reasonable accommodation upon request.
- Some positions are primarily based in an office or classroom setting and require sitting, standing, and operating a computer and telephone.
- Some positions may require light to moderate lifting, bending, stooping, pulling, kneeling, carrying up to 30-50 lbs., and use of hand tools.
- Some positions may require the ability to work outdoors in adverse weather conditions, such as wind, rain, high or low temperatures on challenging terrain for up to 8 hours at a time.

Ampact prohibits all forms of discrimination and harassment based on race, color, national origin, sex, age (40 and over), religion, sexual orientation, disability (mental or physical), political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), military service, or any other category protected by law.

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