

Position Description



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| Position Title | Math Tutor – Teacher in Training Program |
| Program | Math Corps |
| Reports to | Program Manager, Internal Coach, and UMN Supervisor |

Position Summary

The Math Tutor - Teacher in Training is an AmeriCorps member serving with K-3 Math Corps while simultaneously pursuing their master's degree in education through the University of Minnesota (UMN) Minnesota Grow Your Own Teacher Program (MNGOT). The Teacher in Training is placed at an elementary school to provide supplemental practice to children in kindergarten through third grade to develop their math skills. The Teacher in Training 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. The Teacher in Training will also complete 36 master's level education credits over two years as well as complete all practicum/student teaching requirements provided by UMN.

Essential Functions

Early Math Strategies and Assessment Year 1 & 2

- 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 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 opportunities for family involvement for students receiving services, including implementing program family engagement strategies.

UMN Teacher in Training Program Year 1 Practicum: Year 1

- Complete 6+ master's level credits per term for three terms (fall, spring and summer) as required by UMN.
- Engage in the teaching of one short lesson 20–40 minute mini-lesson or small group work.
- Complete weekly "Reflective Running Record" commentary of practicum experiences and utilize feedback provided by the supervisor.
- Fulfill all 100 hours of observations prior to the end of the school year. Record all hours in the Practicum Log Form.

UMN Teacher in Training Program Year 2 Student Teaching

*Program Year 2 is contingent upon successful completion of your first year in the program.

- Complete 6+ master's level educational credits of course work per term for two terms (fall and spring) as required by UMN.
- Complete 32 weeks of half day student teaching in host classroom at the site which includes:
 - 5-6 weeks of co-planning, student data review and experiencing daily routine as a teacher.
 - 2 weeks of experience as a teacher of record in the host classroom.
 - 3 weeks of observation in non-host classrooms.
- Complete all UMN requirements including coursework.
- Carry out disposition standards for educators and pass the disposition review.

Communication

- Foster a welcoming and supportive atmosphere through modeling inclusive and respectful behavior and communication.
- Communicate regularly and effectively with Ampact staff, UMN staff, and site personnel.
- Build and maintain collaborative relationships with participants, site staff, and Ampact staff, fostering an environment of mutual respect and understanding.
- Record data in online systems in a timely and accurate manner.

Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full two terms, serving the total commitment of hours within each of the terms and completing all UMN requirements within those two service terms.
- Participate in all required Ampact sponsored training sessions, meetings, and coaching sessions, travel as necessary.
- Attend all required trainings, meetings, courses, coaching sessions, and supervisor sessions. Travel as necessary.
- 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.
- Engage in independent service activities as needed to ensure completion of required service hours.

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 have at least 2 remaining AmeriCorps terms.
- Speak, read, and write English fluently.
- Basic computer skills, including the ability to navigate online systems and email.
- Must be enrolled at the UMN in the Grow Your Own Teacher Program.

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.

Position Description Continued

- 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.

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