

Position Description



Position Title	4-8 Math Tutor
Program	Math Corps
Reports to	Program Manager and Internal Coach

Position Summary

The 4-8 Math Tutor is placed at a school to provide supplemental math skills practice to small groups of students in fourth through eighth grade. The tutor will use scripted, evidence-based math strategies and conduct 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 Strategies and Assessment

- Conduct tutoring sessions with small 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 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, Ampact 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 in person or virtual required Math Corps 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) to provide education about Math Corps and general math awareness. Recruit volunteers to participate in site-based events or math focused programming.
- Maximize impact via push-in classroom support and other supplemental academic supports that do not duplicate current site staff duties.
- 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.
- Must speak, read, and write English fluently.
- Must have basic computer skills, including the ability to navigate online systems, and email.

Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

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