# Position Description

**Position Title** Lead K-3 Math Tutor
**Program** Math Corps
**Reports to** Program Manager and Internal Coach

## Position Summary

The Lead Tutor, is a returning member, placed at an elementary school to provide supplemental practice to children in Kindergarten through third grade to develop their math skills. The Lead Tutor will use scripted, evidence-based math strategies as guided by their coaches and conduct assessments to ensure each student is on track to reach proficiency in math, based on their grade level. In addition to their tutoring role, Lead Tutors provide targeted coaching and mentoring to other AmeriCorps tutors, assist with program initiatives, projects, member training, and community engagement activities. This position is an AmeriCorps service member position with the AmeriCorps program, Math Corps.

## Essential Functions

**Tutoring**

- Conduct small group tutoring sessions with students using scripted, evidence-based numeracy strategies provided by Math Corps; achieve a high degree of fidelity to the scripted strategies.
- Assess, with high level of accuracy, student outcomes and progress using benchmark assessments and ongoing progress monitoring.
- In conjunction with Internal Coaches and Coaching Specialists, review assessment data to provide guidance around students who qualify for targeted one-on-one and/or small group tutoring services.
- Provide complete, accurate, and timely documentation of students' progress and strategies using an online database; maintain confidentiality of all student data.
- 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.
- Provide opportunities for family involvement for students receiving services, including implementing program family engagement strategies.

**Peer Mentoring and Support**

- Provide ongoing in person and virtual mentoring and support to tutor(s) in regards to intervention and assessment delivery to ensure fidelity to the program model.
- Observe members and conduct mentoring sessions, including modeling program assessments and interventions as needed. Provide support and feedback to the Internal Coach and Coaching Specialist regarding program implementation fidelity.
- Provide guidance and support to ensure integrity to the weekly member schedule.
- Support the tutor(s) in implementing family engagement activities as applicable.
- Support the tutor(s) in accurately reporting and evaluating student data within the AmeriCorps Program Data Management System.
- Support Program Staff with Service Kick Off and Corps Days throughout the year.
- Actively participate in planning and supporting special days of service such as 9/11 Day of Service, Martin Luther King, Jr. Day, and AmeriCorps Week (as applicable).

- Provide optional support sessions for members throughout the year.
- Meet monthly as a lead cohort with Ampact Staff to discuss mentoring and support needs of members.

**Communication**

- Foster a welcoming and supportive atmosphere though modeling respectful behavior and communication.
- Communicate regularly and effectively with Ampact 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.
- Provide support via email, video meetings, phone, and during in-person interactions as applicable to all tutors receiving support.

**Attendance (standard for all programs)**

- 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 Ampact sponsored training sessions, meetings, and coaching sessions, travel as necessary.
- Engage in independent service activities as needed to ensure completion of required service hours.

## Non-Essential Functions

- As able, support sites by implementing student tutoring in cases where tutors may be absent for extended periods.
- In consultation with the Coaching Specialist and Internal Coach, identify opportunities to maximize impact through push-in classroom support and supplemental academic activities that do not interfere with primary service functions (e.g., tutoring, preparation, data entry) or duplicate site staff duties.
- Represent AmeriCorps at site-sponsored activities, meetings, and other activities (e.g., family night) and provide education about AmeriCorps and general academic awareness.

## 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.
- Experience serving at least one term of service as a successful tutor in Early Learning, Reading, or Math Corps.
- Basic computer skills, including the ability to navigate online systems and email.
- Proficiency in a language(s) other than English.

## 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.