# 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**

- 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.

**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

- 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.
- 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