



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	MEC Math Corps Interventionist
<b>REPORTS TO</b>	AmeriCorps Program Director, Director of Programming & Operations, Master Coach, Internal Coach
<b>TOTAL SERVICE HOURS</b>	675 hours or 450 hours

## POSITION SUMMARY

The Math Corps Interventionist works with pairs of students (4<sup>th</sup> - 8<sup>th</sup> grade) who are not proficient in math. The Math Corps Interventionist implements prescribed mathematics interventions and strategies and conducts progress monitoring assessments to ensure students are on track to reach proficiency. This is an AmeriCorps service member position.

## ESSENTIAL FUNCTIONS

### Math Intervention and Assessment

- Conduct tutoring sessions with pairs of students using prescribed mathematics interventions and strategies provided by Math Corps; achieve a high degree of fidelity to the scripted interventions.
- Assist students to improve their math skills and abilities to reach grade level expectations.
- Develop and maintain a weekly tutoring schedule for pairs of students which maximizes the number of students served and provides a minimum of 90-minutes of tutoring for each student per week.
- Identify students who qualify to receive Math Corps tutoring services based on Math Corps defined assessment and direction from the Internal Coach and Master Coach.
- Assess, with a high level of accuracy, students' continual progress through progress monitoring and benchmarking.
- Provide complete, accurate, and timely documentation of students' data, including weekly progress scores and interventions using an online database; and maintain confidentiality of all student data.
- Regularly review student data with Internal Coach and Master Coach to gauge the effectiveness of the math intervention being used and determine if a change in strategy is necessary.
- Participate in coaching sessions (includes observation of tutor); 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 Internal Coach, Master Coach, MEC staff, and school personnel regarding student schedules, Math Corps interventions and student progress.

### Attendance

- Conform to regular, timely attendance requirements during daytime school hours each day Monday-Friday.
- Commit to service for the full service term August - June, serving the total commitment of hours within the term.
- Attend all required Math Corps sponsored training sessions, meetings, and coaching sessions, including Member Meet Ups (when applicable); travel as necessary.
- Full time interventionists: Complete a minimum of 30 hours per week within a 7 month time period (675 total hours)
- Part time interventionists: Complete a minimum of 21 hours per week within a 7 month time period (450 total hours)

## SECONDARY FUNCTIONS

- Perform assignments and/or duties as assigned by Internal Coach, Master Coach, or Program Manager, excluding activities that would displace a staff member or volunteer.
- Attend site-sponsored activities (e.g. family nights) and participate in site-sponsored meetings or other activities.

## Position Description – MEC Math Corps Interventionist

Represent Math Corps at these events and provide education about Math Corps and general math awareness.

- Attend service projects, as applicable, commemorating September 11, 2001 and Martin Luther King, Jr. Day. These may include evening and/or weekend hours.
- Be an ambassador of our program by submitting Great Stories and participating in outreach activities.
- Other functions as indicated by the program and/or Service Commission, such as submitting Great Stories in OnCorps, volunteer mobilization, participation in outreach activities, attend regional AmeriCorps events and National Days of Service.

### MINIMUM QUALIFICATIONS

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service background checks.
- Must not have served 4 or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Interest in education, specifically helping students improve their math skills with patience and empathy.
- Dedication to community service.
- Basic computer skills, including the ability to navigate online systems and email.
- Energetic, results-oriented, student-focused style.
- Excellent time-management, decision-making and organization skills.
- Strong capacity to be flexible and adaptable to varied circumstances, paired with a conscientious commitment to adhere to the Math Corps tutoring model with fidelity.
- Consistent follow-through.
- Must be able to build and maintain quality-working relationships with students, coaches, school administrators and Math Corps program staff.
- Ability to accept and incorporate constructive feedback from coaches and program staff.
- Ability to work with diverse populations.
- Ability to adapt to a sometimes challenging and high-pressure environment.
- Strong personal standards of excellence, ethics, and integrity.
- *Preferred: College coursework, college degree or equivalent work experience.*

Math Corps will not discriminate for or against any AmeriCorps service member or applicant based on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law.

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