

# Position Description

## POSITION TITLE

MEC Math Corps Interventionist

## REPORTS TO

Program Staff and Internal Coach

## POSITION SUMMARY

The MEC Math Corps Interventionist is placed at a school to provide supplemental math skills practice to small groups of 2-3 students in fourth through eighth grade. These students' assessment scores indicate they are not yet working on grade level skills. The MEC Math Corps Interventionist 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, Michigan Education Corps MEC Math Corps.

## ESSENTIAL FUNCTIONS

### Math Strategies and Assessment

- Conduct tutoring sessions with 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 MEC Math Corps tutoring services based on MEC Math Corps defined assessment and direction from the 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 interventionist) to review student progress, plan, problem-solve, and set goals; act on constructive feedback from coaching sessions.
- Provide opportunities for family engagement with a monthly newsletter highlights skills learned during tutoring session.

## NON-ESSENTIAL FUNCTIONS

- Participate in one or more site-sponsored activities (e.g., family night) and provide education about MEC Math Corps and general math awareness. Recruit volunteers to participate in site-based events or math focused programming.
- Maximize service to students via push-in classroom 1:1 tutoring time during block schedules during which students cannot be pulled out of class.
- 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). These may include evening and/or weekend hours.

# Position Description Continued

## COMMUNICATION

- Communicate and interact with students in an age and developmentally appropriate way.
- Communicate regularly and effectively with coaches, Michigan Education Corps 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 required Michigan Education Corps and MEC Math Corps sponsored training sessions, meetings, and coaching sessions, travel as necessary.

## MINIMUM QUALIFICATIONS

- Must be 18 years of age or older by your start date.
- Basic computer skills, including the ability to navigate online systems and email.
- Must have at least a high school diploma or its recognized equivalent or must agree to obtain a high school diploma or its equivalent prior to using the Segal AmeriCorps Education Award.
- 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 four or more prior terms of service with AmeriCorps State or National.
- Must speak, read and write English fluently.



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