

Position Description

POSITION TITLE

MEC Math Corps Interventionist

REPORTS TO

Program Staff and Internal Coach

POSITION SUMMARY

As part of Michigan Education Corps, the MEC Math Corps Interventionist plays a vital role in MEC's mission of empowering Michigan kids to achieve their highest potential in reading and math. By providing students with individualized support, the MEC Math Corps Interventionist directly contributes to creating equitable opportunities for every learner to succeed.

Placed at an elementary or middle school, the MEC Math Corps Interventionist provides supplemental math skills practice to small groups of 2-3 fourth through eighth grade students. Guided by their coaches, the interventionist uses scripted, evidence-based math strategies and conducts progress monitoring assessments to ensure students are on track to reach proficiency. This is an AmeriCorps service volunteer 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, abilities and confidence 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 fact fluency monitoring and tri-annual benchmarking.
- Identify students who qualify to receive MEC Math Corps tutoring services based on MEC Math Corps specific 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. Due weekly on Fridays, best practice is daily data entry.
- 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; receive and act on constructive feedback from coaching sessions.
- Provide opportunities for family involvement for students receiving services by sending home family newsletters that contain math engagement strategies.

NON-ESSENTIAL FUNCTIONS

- Participate in one or more site-sponsored activities (e.g., family night, parent-teacher conferences) and provide education about MEC AmeriCorps Programming and general literacy and/or math awareness. Recruit volunteers to participate in site-based events or literacy and/or math focused programming.
- Maximize service to students via push-in classroom to deliver 1:2-3 MEC Math Corps tutoring when students cannot be pulled from class due to school schedule.
- Actively participate in regional service projects and commemorating National Days of Service such as September 11 National Day of Service and Remembrance and Martin Luther King, Jr. National Day of Service (as applicable). These may include evening and/or weekend hours.
- Be an ambassador of AmeriCorps and the program by submitting Great Stories and participating in outreach activities.

Position Description Continued

COMMUNICATION

- Foster a welcoming and supportive atmosphere through modeling inclusive and respectful behavior and communication.
- Build and maintain collaborative relationships with participants, site staff, and Michigan Education Corps staff, fostering an environment of mutual respect and understanding.
- 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 MEC 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 be eligible to serve with an AmeriCorps State and National program under current AmeriCorps service term limit guidelines.
- Must speak, read and write English fluently.

PHYSICAL REQUIREMENTS

- MEC strives to provide an accessible service environment for all volunteers. 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.



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A HOPE NETWORK INITIATIVE

Michigan Education Corps 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.