



MICHIGAN  
**EDUCATION  
CORPS**

A HOPE NETWORK INITIATIVE

3075 Orchard Vista Dr SE  
Grand Rapids, MI 49546

616.301.8000  
[mieducationcorps.org](http://mieducationcorps.org)



**Position Title** Math Enrichment Interventionist  
**Reports to** Program Director, Director of Programming & Operations,  
Master Coach and Internal Coach

### **Position Summary**

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

### **Essential Functions**

#### **Math Instruction and Assessment**

- Conduct tutoring sessions with pairs of students using prescribed mathematics interventions and strategies provided by Math Corps.
- 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 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. Document students' weekly progress and interventions using an online database system.
- 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.

#### **Communication**

- Communicate with students in an age and developmentally appropriate way.
- Professionally communicate and interact with Master Coach, Internal Coach, Principals, and school staff regarding student schedules, Math Corps interventions and student progress.
- Act on constructive feedback provided by Internal and Master Coach and



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Program Staff.

- Fulfill program requirements and regularly read and respond to email communications from Math Corps staff, coaches and school personnel.
- Ensure confidentiality of all student records, and test scores.

### **Attendance**

- Conform to regular, timely attendance requirements during daytime school hours each day Tuesday – Thursday.
- Service for a partial school year, January 15, 2019 through June 8, 2019.
- Attend all required Math Corps sponsored training sessions, meetings, and coaching sessions, including Professional Learning Groups (PLGs) and Member Meet Ups (when applicable); travel as necessary.
- Part-time interventionists: Complete a minimum 25 hours per week within an 5-month time period (450 total hours).

### **Secondary Functions**

- Perform assignments and/or duties as assigned by Internal Coach, Master Coach, or Program Director/Coordinator, excluding activities that would displace a staff member.
- Attend site-sponsored activities (e.g., family night) and participate in site-sponsored meetings or other activities.
- Attend service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). 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 Professional Learning Groups, participation in outreach activities, attend regional AmeriCorps events and National Days of Service.

### **Qualifications:**

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or a recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the



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United States.

- Must pass mandatory Math Corps background checks.
- Must not have served 4 or more terms of service previously with AmeriCorps.
- Basic computer skills, including the ability to navigate online systems and email.
- Speak, read, and write English fluently.
- Interest in education, specifically helping students improve their math skills.
- Ability to be patient and empathetic with students that struggle with math while adhering to program model.
- Knowledge of basic mathematics as demonstrated by proficiency test.
- Excellent oral and written communication 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.
- Excellent time management, decision-making and organization skills.
- Attention to detail and flexibility with diverse personalities.
- Energetic, results-oriented, student-focused style.
- 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 adapt to a sometimes challenging and high-pressure environment.
- Ability to attend and travel to required regional training sessions and member institute.
- 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.

