



**COLORADO YOUTH  
FOR A CHANGE**  
youthforachange.org

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Math Enrichment Tutor
<b>REPORTS TO</b>	Program Manager, Coaching Specialists
<b>SERVICE LOCATIONS</b>	Positions available across the state

### ORGANIZATION OVERVIEW

Colorado Youth for a Change (CYC) is an educational nonprofit organization with a statewide scope. CYC's mission is to solve Colorado's dropout crisis. CYC provides a continuum of services from Prekindergarten through High School to help students find success through tutoring, case management, and outreach to help in-school youth remain in school or out-of-school youth return to school. Math Corps is a step along that continuum to support students.

### PROGRAM OVERVIEW

Colorado Math Corps is an AmeriCorps program with the mission of ensuring that Colorado middle school students struggling in math receive daily individualized support in order to improve math skills. Math skills are highly predictive of high school graduation. In fact, nearly 90% of students who fail 6<sup>th</sup> grade math drop out of high school. The research tells us algebra proficiency is strongly correlated with college attendance and higher lifetime earnings. Colorado Math Corps is replicated from the successful Minnesota Math Corps. Math Corps tutors will be serving in Denver, Jefferson, Mesa, Adams, Delta, Grand, Larimer, El Paso and Boulder counties; new counties may be added as additional site recruitment takes place.

### POSITION SUMMARY

Thousands of children need extra help to complete math at grade level. Take action as a tutor because students who have strong foundational math skills are better prepared for success in the classroom, community and workplace.

As a Math Tutor, you'll be placed at a local school where you'll help students in elementary or middle school to improve their core math skills and gain confidence. Every day, you'll meet with students in small groups to provide extra practice and build skills.

With great training and on-site coaching, we'll prepare you to help kids succeed. Students make the most progress when you are there, so our tutors serve during school hours and are needed for the entire school year. We are currently recruiting tutors for the 2022-23 school year, with the option of beginning in August, October or January.

This is an AmeriCorps member position with Math Corps and you'll be joining a team of 300 tutors nationwide. Together we're on a mission to multiply a student's future opportunities through math!

### ESSENTIAL FUNCTIONS

#### Math Intervention and Assessment

- Conduct tutoring sessions with pairs of students in grades 4-8, using evidence-based math interventions provided by Math Corps; achieve a high degree of fidelity to the scripted interventions.
- Assist children in improving their math skills and abilities to reach grade level expectations.



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- Identify students who qualify for Math Corps tutoring services based on a Math Corps designed assessment with direction from coaches.
- Develop and maintain a weekly tutoring schedule for students which maximizes the number of students served (approximately 15-18 sessions daily) and maximizes the weekly dosage of 90-minute math intervention for each student.
- Provide complete, accurate, and timely documentation of students' weekly progress scores and interventions 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.
- Assess, with a high level of accuracy, students' continual progress using tri-annual benchmark assessments and ongoing progress monitoring assessments.
- 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

- Communicate and interact with students in an age and developmentally appropriate way.
- Build professional relationships and communicate regularly with classroom teachers and Coaches regarding student schedules, interventions, student progress, etc.
- Communicate effectively with Math Corps staff and school 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 (1,200 for tutors starting in the fall, reduced terms with proportionate benefits may be offered to tutors starting later in the school year) within the term.
- Participate in all required Math Corps sponsored training sessions, meetings, and coaching sessions, including peer professional development/cluster meetings, and member meet-ups; travel as necessary.

### **SECONDARY FUNCTIONS**

- Represent Math Corps at site-sponsored activities (e.g., family night) and provide education about Math Corps and general math awareness.
- Collaborate with other program participants to complete group service projects.
- Complete and maintain hours plan to ensure completion of service hours in collaboration with coaches and Program Staff.
- Complete additional tasks as part of an action or professional development plan as assigned by coaches or Program Staff.
- Complete Service Reflections, success highlights, and other outreach activities.
- Support Community Needs through COVID-19 Response in the following ways:



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- support students/families/communities with accessing technology needs while schools are closed
- support students/families/communities with accessing food while schools are closed
- support students/families/communities with accessing hygiene and basic needs resources while schools are closed
- serve at community organizations, food banks, and faith based institutions that are responding to community needs

### SERVICE CONDITIONS

- The service is performed primarily in a school setting, however, there are a few service days that may be performed under other conditions, such as outside in a park, at a donations sorting center, or in a conference center for training and professional development.
- Bi-monthly trainings will be conducted online using the Zoom platform

### TRAINING REQUIREMENTS

- AmeriCorps Orientation
- Math Corps Institute
- Mandated Reporter Training
- Additional training and coaching provided on a monthly basis throughout program year

### BENEFITS

- Living allowance of \$1,215 (pretax) paid out twice per month
- Eli Segal Education Award of up to \$4,546.50 for the 1200 hour term (for tutors starting mid-August), \$3,247.50 for the 900 hour term (starts in late October), and \$2,474.27 for the 675 hour term (starts early January)
- Transit assistance for service related travel outside of normal commute (in the form of mileage reimbursement or public transit assistance)
- Federal Loan Forbearance
- Ongoing professional development
- Health Insurance through Corps Network - Cigna

### MINIMUM QUALIFICATIONS

- Must be 17 years old by start date (17 years old must have guardian permission)
- Must have at least a high school diploma or its recognized equivalent by start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service background check.
- Must not have served 4 or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.



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- Interest in education, specifically helping children develop math skills.
- Dedication to community service.
- Basic computer skills, including the ability to navigate online systems and email.
- Energetic, results-oriented, student-focused style.
- Strong planning and time-management 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.
- Ability to accept and incorporate constructive feedback from coaches and program staff.
- Ability to work with diverse identities.
- Ability to adapt to a sometimes challenging and high-pressure environment.
- Strong personal standards of excellence, ethics, and integrity.

*Questions? Please contact CYC's Manager of Recruitment Cassie Dubov at [CassieD@youthforachange.org](mailto:CassieD@youthforachange.org).*

*CYC and Colorado Math Corps are committed to inclusion and prohibits unlawful discrimination on the basis of genetic information, sex, sexual orientation, gender identity, gender expression, race, color, national origin, age 40 and over, religion, disability, or any other applicable status protected by federal, state or local law.*

*CYC and Colorado Math Corps will make reasonable accommodation for otherwise qualified individuals with known disabilities or whose service requirements interfere with a religious belief unless doing so would result in an undue hardship or a direct threat to CYC/Math Corps. Please contact Human Resources at 303.292.2779 to request accommodation or for questions/concerns regarding this policy.*