AmeriCorps Achievement Connections
Math Tutor – Foundational Skills Specialist Position Description

**Compensation:**
- $12,530 Living Allowance
- $5,730 Education Award
- Student Loan Forbearance
- Student Loan Interest Payment
- Basic Medical Insurance
- Mileage Reimbursement

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<th><strong>Service Term:</strong></th>
<th><strong>Service Hours:</strong></th>
<th><strong>Locations:</strong></th>
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| Starts: 8/25/2016
Ends: 7/28/2017 | 40 Hours per week
8:00am – 4:30 pm
Occasional evenings | East High School
Memorial High School
West High School
Middleton High School |
| Total Hours: 1700 | |

**Program Overview:**
Achievement Connections is an AmeriCorps program led by the United Way of Dane County, the Madison Metropolitan School District, the Middleton-Cross Plains Area School District, and the Morgridge Center for Public Service at UW Madison, with additional funding provided by the Foundation for Madison Public Schools. Achievement Connections provides four dedicated Math tutoring centers at local high schools focused on providing one-on-one support for students in Algebra and Geometry. AmeriCorps Members, supervised by a Tutor Coordinator, work as a team to provide support to students through math tutoring, class observations, communication with teachers, and development of foundational math skills.

AmeriCorps is an opportunity to make a big difference in your life and in the lives of those around you. It’s a chance to apply your skills and ideals toward helping others and meeting critical needs in the community, and in return gain experience in skills that employers look for – like teamwork, leadership, communication skills, multicultural awareness, and flexible problem-solving. Each year, AmeriCorps offers 75,000 opportunities for adults of all ages and backgrounds to serve through a network of partnerships with local and national nonprofit groups.

**Foundational Skills Specialist Responsibilities (up to 30%):**
- Develop expertise in the software used for warm-up creation.
- Collaborate with volunteer tutors to target specific skills and provide effective student warm-ups.
- Coordinate with tutors to ensure unity of effort with classroom content.
- Build and curate Objective Lists in Renaissance Learning to ensure skill-building exercises are aligned with curriculum and student needs.
- Track student objective completion on a weekly basis to inform program practices.

**AmeriCorps Math Tutor Position Responsibilities:**
- Tutor students to support their success in their current math course, primarily helping with homework and test preparation.
- Coach students in organizational and academic skills to promote independent learning.
- Tutor students in basic math skills, as identified by a math skills assessment, primarily by working on basic skills worksheets.
- Work closely with teachers to ensure that tutoring services align with classroom curriculum.
- Complete session logs and related paperwork in a timely and complete manner.
• Participate in meetings with school staff and community partners.
• Attend and complete all AmeriCorps training and service requirements including orientation, training, team meetings and National Service days.
• Wear approved AmeriCorps gear while performing AmeriCorps service activities or attending official events.
• Work with supervisor to develop and update a work plan for your term of service.
• Abide by all AmeriCorps service rules and service provisions.
• Complete all AmeriCorps paperwork and reports in a timely and complete manner.
• Participate in content creation for program newsletter and volunteer resources as needed.

Minimum Qualifications:
• 18 years of age or older at beginning of service term.
• U.S. citizen, national or lawful permanent resident.
• Must have a High School Diploma.
• Must hold a college degree or have plans to complete in the near future.
• Be able to make a full-time, twelve-month commitment to the position.
• Must be a problem solver who is goal oriented and solution driven.
• Must be outgoing and enjoy working with adults and youth.
• Must successfully pass a criminal history background check.
• Regular and reliable attendance.

Preferred Qualifications:
• Experience in math, education, youth development, volunteer management, or related field.
• Comfortable and proficient in math, in particular skills in Algebra.
• Experience working with or demonstrated understanding of the educational and developmental needs of high school age youth.
• Strong time management skills and the ability to balance multiple tasks.
• Ability to work both independently and as part of a team.
• Strong commitment to the mission of the Achievement Connections program and United Way of Dane County and to working with youth and families from diverse racial/cultural populations.
• Strong written, presentation, and public speaking skills
• Computer proficiency including Microsoft Excel, Microsoft Word, and Internet navigation.
• A somewhat flexible schedule including occasional evening and weekend hours.

To Apply:
Please submit a resume and cover letter to Steve Blankenheim, Co-Director, Achievement Connections at United Way of Dane County, 2059 Atwood Avenue, Madison, WI 53704 via email at achievementconnections@uwdc.org. Applications will be reviewed on a rolling basis until all slots are filled. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.

About United Way of Dane County: United Way of Dane County is creating real, long-lasting solutions through the Agenda for Change, the six goals identified by the community as most critical. By targeting specific goals, United Way is helping people in a new way; we are breaking negative cycles and tackling the root causes of problems to create lasting change. This shared vision is mobilizing the community and creating collaborations that produce results. Together, we are changing Dane County for the better, for all of us. One of United Way’s goals for change is all students succeed academically and graduate from high school, regardless of race. Visit the web site www.uwdc.org to learn more.