

**Summary:** Through a new out-of-school-time tutoring initiative with Charlotte-Mecklenburg Schools, Heart Math Tutoring has the opportunity to provide in-person, small group tutoring to 60-90 students for 3 hours per week (80+ hours/year) at Renaissance West STEAM Academy after school during the 2022/23 school year. We are looking for part-time tutors to help students in grades 3-5 reach grade-level proficiency through small group tutoring.

The Heart 3-5 program is different from but highly complementary to Heart Math Tutoring's core model, which delivers 1:1 tutoring during the school day focused on K-2 standards. Both programs further HMT's mission of ensuring all students develop the strong foundation in math and enthusiasm for academics needed for long-term success. When combined, the programs have the potential to ensure all students arrive at middle school ready for grade-level work, complete Math I by 8<sup>th</sup> grade, experience high school success, and have expanded post-secondary and career options. The program is fully funded during the 2022/23 and 2023/24 school years and will leverage results and learnings from the first two years to continue thereafter.

**Key Responsibilities:** Tutors will be responsible for working with students in groups of three throughout the school year on Mondays, Tuesdays, and Thursdays. Tutors will commit to working six hours each week, inclusive of three hours of direct tutoring, one hour of student-facing relationship building at snack period, and two hours of preparation weekly, including documenting student progress and attendance, preparing lessons, and engaging in coaching conversations with the OST director. Tutors will work from 3:30 pm – 5:30 pm Monday, Tuesday, and Thursday. Under the direction of the Out of School Time (OST) Director, tutors will be responsible for:

- Preparing lessons based on students' needs (using Bridges interventions and Envision curriculum).
- Monitoring student progress throughout each lesson
- Documenting student progress and attendance
- Building meaningful relationships with students
- Engaging in selected family engagement activities
- Employing best practice tutoring, math support, and culturally competent instruction

### Desired Skills and Background

A person who will be successful in the tutoring role will likely have all or most of the skills/background below.

- Interest in math education and a strong understanding of Grades 3-5 Math content
- Passionate about youth development and addressing education inequity in underserved communities
- Committed to continuous learning and growth, have a feedback orientation, and seek professional development
- Possess the mindsets, cultural proficiencies, and skills to build effective, caring relationships with students
- Strong verbal and written communication skills, computer skills, and time management skills

**To Apply:** Please use [this link](#) to apply.

- If you have any questions, please contact Jordan Porfilio at [Jordan.porfilio@heartmathtutoring.org](mailto:Jordan.porfilio@heartmathtutoring.org).

**Compensation:** This is an hourly, part-time paid position. Tutors will be paid \$23 an hour. Tutors are expected to work 6 hours a week for 27 weeks with 3 weeks of paid training hours (36 hours). Tutors will work from 3:30-5:30 on Mondays, Tuesday, and Thursday at Renaissance West STEAM Academy.

**Hiring Timeline:** Interviews and decisions will be made starting in August 2022. Training will take place the weeks of August 19, August 26, October 3 in the afternoons as well as there will be prework to be completed prior to training. Tutoring will begin tutoring the week of October 10th.

**Commitment to Diversity:** We believe that our differences make our team stronger, and we also know that our students benefit from working with adults from all backgrounds. The team at Heart Math Tutoring is specifically committed to supporting racial equity, both internally and externally, and is in the midst of several trainings and initiatives focused on supporting an inclusive work environment and providing culturally competent support to our students, >90% of whom are people of color. As an equal opportunity employer, Heart Math Tutoring is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law. Visit [www.heartmathtutoring.org](http://www.heartmathtutoring.org) for more information.