

Summary: Through an out-of-school-time tutoring initiative with Charlotte-Mecklenburg Schools, Heart Math Tutoring has the opportunity to provide small group tutoring to 45-70 students for 3 hours per week (80+ hours/year) at designated elementary school sites after school during the 2023/24 school year. We are looking for Heart 3-5 Coordinators to manage the program at each school site 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 8th grade, experience high school success, and have expanded post-secondary and career options.

Key Responsibilities: The Heart 3-5 Coordinator will manage the implementation of the Heart 3-5 afterschool program at one school site in 2023/24, with primary goal of helping students in grades 3-5 reach grade-level proficiency in math. Day-to-day responsibilities will include:

- Oversee 45 - 70 students' growth in math skills and enthusiasm for academic.
- Manage, support, and provide feedback to ~15-25 paid tutors who deliver lessons in 3:1 student-to-tutor ratios and utilize a combination of Intervention Resources (Kathy Richardson Developing Numbers Concepts and Bridges Interventions) and grade level content (enVisions and CMS district resources).
- Collaborate with Heart 3-5 leadership to train and coach part-time tutors to effectively build relationships with students, deliver lessons, and use student data to drive instruction.
- Oversee collection, organization, and reporting of student academic and attendance data, reporting analyses back to teachers, principals, families, and Heart 3-5 leadership.
- Regularly interface with teachers and classrooms by attending monthly PLC meetings and observing classrooms to connect Heart 3-5's lesson pacing with classroom pacing.
- Manage student enrollment, communicating with families, and family engagement plans.
- Manage tutoring materials on school site.
- Coordinate space and time logistics with school staff.

Desired Skills and Background

- Experience in classroom teaching, intervention resources, lesson planning, and data-driven instruction. (3-5 years of teaching grades 3-5 math or related experience in a school setting is preferred)
- Strong belief that all students can learn and have the potential to perform at or above grade level
- Strong communication and relationship-building skills with students, tutors, school staff, and Heart 3-5 staff.
- Strong organizational skills and attention to detail
- Willingness to take initiative and be a problem-solver.
- Experience working with low-income population.
- Mission driven, including demonstrated competence and commitment in diversity, equity, and inclusion. Aligned with HMT's core values:
 - Student-centered – We do what is best for students, first. Candidate should have a demonstrated passion for Heart's specific mission.
 - Growth Mindset – Demonstrated to be a reflective & resourceful learner.

- Precision & Professionalism – Will be able to give top-notch service to our schools and precise data analysis to stakeholders.
- Gratitude – Celebrates students/tutors/donors/schools/colleagues and believes working with those stakeholders is a privilege. Comfortable with and will contribute to a culture of philanthropy.
- Civic Engagement – Track record of volunteerism and contributions to community, with the belief that the community succeeds together.

Compensation: This is a 10-month full-time position (although the option of part-time may be discussed) “exempt” from overtime rules. HMT currently offers company-based healthcare, dental and vision, life insurance, and short-term disability. A company-sponsored 401K retirement plan begins following 1 year of employment.

Hiring Timeline: Interviews and decisions will be made starting in May 2023. The position begins August 1st, 2023.

To Apply: Please follow this link to apply: <https://bit.ly/Heart35CoordinatorApplication>

Please be sure to include:

- Resume – standard format including education, work, and volunteer experience
- Cover letter – standard, 1-page format explaining your interest in the role and why you believe you are a good fit.

If you have any questions, please reach out to Jordan Porfilio at Jordan.Porfilio@heartmathtutoring.org with the subject line, “Heart 3-5 Coordinator”.

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 for more information.