



New Mexico Math Tutoring Corp Tutor Job Description

Position Overview

New Mexico Public Education Department New Mexico Math Tutoring Corp Tutors manage real-time, virtual math tutoring for a small group 3-4 algebra I high school students and promote academic success by focusing intently to provide individualized instruction and build strong relationships with students during their year of service. During a typical tutoring session, tutors will work with up to four (4) students at a time. Tutors will implement Saga's proprietary curriculum to foster academic success and help students reach their goals. In addition to offering academic support, tutors also serve as student advocates and mentors and must build strong, meaningful relationships with their students.

Responsibilities

- Provide three (3) 45 minute math tutoring sessions for 14 weeks (January 2023 - April 2023) to a caseload of 3-4 algebra I students.
- Use student data to differentiate math instruction for your students and adapt lesson plans as needed.
- Maintain regular ongoing communication with student's parents/guardians and math teachers.
- Navigate varying technology, both hardware and software, and troubleshoot technical issues as they arise.
- Use Saga's proprietary curriculum and virtual platform to conduct all tutoring responsibilities.
- Proactively approach work in order to complete deliverables on time and maintain proper work-life balance.
- Check and respond to emails daily and regularly.
- Consult with your assigned Regional Lead Math Tutor.
- Complete asynchronous and synchronous High-Dosage Tutoring training.

Competencies

- Interest in math education and an understanding of Algebra skills and concepts.
- Passionate about youth development and addressing education inequity in underserved communities.
- Committed to continuous learning and growth, have a strong feedback orientation, and actively seek professional development opportunities.
- Possess the mindsets, cultural proficiencies, and skills to build effective, caring relationships with students in the online setting

Experience & Qualifications

- Math Tutors are required to have an active New Mexico teaching license.
Educators do not need to have a math endorsement.
- Reside in New Mexico for the duration of the tutoring program.
- Possess Intermediate computer skills
- Possess strong time management skills



- Possess strong verbal and written communication skills
- Prior experience coaching, tutoring, or mentoring students, preferred but not required.
- Submit background check per Southwest Regional Education Cooperative requirements.

Compensation

Hourly rate = \$50.00

Not to Exceed \$4,000

Tutoring Schedule for 2022-2023

Selected applicants will receive training and support to provide high quality tutoring services to students in a virtual setting. Training will occur between September - November, 2022.

All training, coaching and tutoring sessions will occur outside of regularly contracted school hours. Tutoring for the 2022-23 school year will occur during the following dates:

- January 8 - March 18, 2023

- April 2 - April 28, 2023

Please click [here](https://forms.gle/EkMGeRV3PErpkR4a7) (<https://forms.gle/EkMGeRV3PErpkR4a7>) to apply for New Mexico Math Tutoring Corp.

If you have questions, please contact:

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