



THE MATH CORPS AT CLEVELAND STATE UNIVERSITY



JOB DESCRIPTION – College Instructor

OVERVIEW

The college instructors are each responsible for helping to ensure that each and every student in her/his team

1. has a safe, rewarding, enjoyable and academically successful experience
2. learns and develops the values, habits and attitudes essential for long-term success.

Each college instructor plays a key role in carrying out the Math Corps' mission: To help each child who comes to the Math Corps realize his or her own greatness.

RESPONSIBILITIES

CI's are expected to:

A. Attend the following:

- a. Pre- and post-program staff meetings as needed.
- b. CI training.
- c. TA/PA training
- d. Registration & Orientation
- e. Each regularly scheduled program day
- f. Closing Ceremony

B. Conduct 9 am meeting with TAs

C. Facilitate and supervise team time by:

- a. Assigning TAs to work with students
- b. Planning individual student lesson plans
- c. Communicating plans to TAs and adjusting according to their feedback (Daily Reports)
- d. Planning and playing math games (Inject fun)
- e. Observing TAs working with students
- f. Managing minor behavior problems
- g. Guiding TAs with effective teaching methods
- h. Observing TAs and students in morning class and participating when needed.
- i. Teaching and tutoring students as needed
- j. Maintaining a safe, positive and encouraging learning environment

D. Actively observe and manage students and TAs during the morning assembly while encouraging them to participate.

E. Ensure that the 10s and stars are read out loud at each morning assembly in a clear and dignified manner. The CI must read the names aloud during the first week.

- F. Correct the homework daily according to the Math Corps guidelines.
- G. Correct quizzes on Thursdays and turn into Site Coordinator before leaving.
- H. Keep **accurate** attendance and homework records daily in a grade book provided by Math Corps.
- I. Complete the End of the Day report and return it to the Grade Supervisor.
- J. Recommend students for before and after camp tutoring as needed. Complete the tutoring work plan and follow up with the Site Coordinator and Grade Supervisor about your student's progress.
- K. Escort students to and from lunch and monitor students at lunch.
- L. Monitor students at Family Meal Days and the Picnic.
- M. Escort students to Discovery classes and assist instructor during class as well as supervise students during journal time.
- N. Escort students to Afternoon Activities and assist the instructors during class.
- O. Communicate and discuss any missing or unsatisfactory homework, poor quizzes or other academic matters with your Grade Supervisor with urgency.
- P. Communicate any discipline issues to the Grade Supervisors and Dean. Any acts of violence or bullying should be reported immediately. If rough physical contact occurs, even if done so playfully, students are to be escorted to the Dean immediately.
- Q. Actively participate in staff debriefing.
- R. Individualize, decorate and/or prepare classroom to be an inviting space
- S. Conduct themselves as a positive role model for their students, TAs and fellow staff members
- T. Any other duties assigned by the Dean, Director or Program Coordinator.
- U. Serve to inspire!!

Typical Daily Schedule for CIs

9:00 am – 9:25 am	Conduct meeting with TAs
9:30 am – 10:00 am	Assembly
10:05 am – 11:30 am	Team Time
11:35 am – 12: 40	Lunch - Teams 3, 4, 7, 8
11:35 am – 12:20 pm	<u>Teams 1, 2, 5, 6</u> Discovery
12:20 pm – 12:30 pm	(Journals with kids)
12:35 pm – 1:35 pm	Lunch – Teams 1, 2, 5, 6
12:40 pm – 12:50 pm	<u>Teams 3, 4, 7, 8</u> (Journals with kids)
12:50 pm – 1:35 pm	Discovery
1:40 pm – 2:30 pm	Afternoon Activities
2:30 pm – 3:30 pm	CI Debriefing
3:30 pm – 4:30 pm	Senior Staff Debriefing