



**Position title:** Math Tutor

**Organization:** Stamford Public Education Foundation (SPEF)

**Location:** Stamford, CT

**Employment type:** Full time, exempt (not eligible for overtime pay)  
Monday-Friday 7:00am-2:25pm

**Compensation:** Salary

**Annual Salary:** \$28,000.00-\$30,000.00

**Assignment Duration:** August 15, 2022 – June 30, 2023  
Position follows Stamford Public Schools calendar (186 working days)

**Reporting to:** Program Supervisor, Math Tutoring or Program Manager, Math Tutoring

### **About SPEF**

Founded in 1996, the Stamford Public Education Foundation (SPEF) is a registered 501(c)3 non-profit organization focused on delivering educational programs and resources that elevate student, educator, and parent success by bridging the gap between needs in the Stamford Public Schools and resources in our community.

In pursuit of its mission, SPEF focuses on delivering programs & resources in four areas:

- College and Career Readiness
- Enrichment
- Family Engagement
- Kindergarten Readiness

With help from hundreds of volunteers, SPEF provides educational programming to all 21 of Stamford's public schools, including tutoring, mentoring, book distributions, parent leadership training, Pre-K experiences, and more.

### **SPEF Belief Statements**

We believe all students have the right to benefit equally from a quality public education.  
We believe SPEF has a responsibility to eliminate barriers that hinder students' success.  
We believe SPEF has strategic relationships and unique insight to support students in their pursuit of happiness.

### **Vision**

We envision a community in which every student is prepared and inspired to thrive.



## **Mission**

Our mission is to elevate student success by delivering educational programs and solutions that promote equitable access to quality public education in Stamford.

## **DEI Value Statement/Employee Value Proposition**

The Stamford Public Education Foundation is committed to policies and procedures that further promote diversity, equity, and inclusion in all facets of its operations. The commitment to diversity, equity, and inclusion is an acknowledgment that our organization's success is linked to obtaining equitable representation at all levels of the organization and that our mission's success is only achieved through continuous investments in diversity, equity, and inclusion.

## **Position Summary**

SPEF'S Math Tutoring Program focuses on high-dosage in-school tutoring, where tutoring is embedded into a school day as a class. Each tutor works with 2-3 students at a time for up to 3 block periods of the school day, and will have a personal caseload of up to 18 students they work with regularly throughout the year. Tutors drive student achievement by providing individualized instruction, and by building personal and meaningful relationships with students and their families. In recent years, this opportunity has appealed to people from all backgrounds, including retirees, community-minded individuals, recent college graduates, and those seeking a career change.

Tutors will be observed regularly and must be hungry for feedback. The team will have a program manager (or supervisor) present in the tutorial room who is responsible for observing, training and assisting tutors through the entire year.

## **Responsibilities**

- Tutor 9th grade students in basic math skills and the 9<sup>th</sup> grade math curriculum (Algebra 1)
- Each tutor will work with 2-3 students at a time for up to 3 block periods of the school day, and will have a personal caseload of up to 18 students they will work with all school year.
- Tutors contact families at least once monthly about student progress. This communication forges trust, creates relationships and keeps parents aware of the successes and needs of their children.
- Tutors will participate in team debrief sessions, including but not limited to: entering of student grades, professional development sessions, tutorial observation feedback sessions and more.

## **Required Skills/Abilities**

- Strong basic high school math skills.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

**Education and Experience**

- Bachelor's degree in related field required.
- Experience working with youth.

**Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Disclaimer**

SPEF is an equal opportunity employer, in compliance with state and federal statutes, we prohibit any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran, or status in any group protected by state or local law where we operate.