**Position Description**

**Job Title:** Blueprint Math Fellows Coordinator – Site-Based
**Reports to:** Blueprint Regional Program Coordinator - St. Louis
**Location:** St. Louis, MO – **RELOCATION TO ST. LOUIS REQUIRED**
**\* This position will be at the elementary school level**

**Position Overview**
Blueprint Math Fellows enhance student learning by reinforcing instruction students receive in the classroom.  Fellows are charged with building strong relationships that help to increase each student’s self-confidence in and commitment to his/her education.  Fellows are an integral part of the school experience, helping build a culture of high expectations for the students they serve.

The Math Fellows Coordinator’s responsibilities include:

1. Support through coaching and developing Fellows and evaluating the professional experiences of Math Fellows for the improvement of student growth and achievement; and
2. Providing solutions for daily management issues involving Fellow-Student relationships, Fellow-Fellow relationships and Fellow-Staff relationships.

**Responsibilities**
***Required activities include (but are not limited to):***

Observation, Evaluation, and Coaching

* Walk-throughs of Fellow tutorial rooms
	+ Observe instruction in tutorial rooms every day
* Fellow Evaluations
	+ Conduct a formal evaluation of each Fellow 2-3 times per year
* Coordinate student surveys and evaluations of their Fellows
* Coordinate Fellows’ completing student progress reports every 6-weeks including growth data
* Establish structures to systemically observe and coach Fellows on an ongoing basis
* Conduct 1:1 coaching sessions

Instructional Leader

* Create quality lesson plans
* Provide instructional support and model quality mathematics instruction
* Familiar with Mathematics Common Core Academic Standards

Communication

* Review weekly feedback surveys
	+ Respond immediately to any red flag issues
		- Pass along communication to necessary parties
	+ Follow-up with Fellows regarding any specific student issues
* Develop and implement a Professional Development Schedule on a weekly and monthly basis
* Plan weekly professional development meetings for all Fellows around behavior management, instruction, professionalism, data, etc.
* Create communication plans for each tutorial room
* Serve as a liaison between Fellows and school staff
* Share Fellow’s student progress reports with school leadership
* Collaborate with classroom teachers to ensure Fellows are supporting grade level content
* Report out on tutorial progress data to school leadership and classroom teachers

Data

* Ensure all Fellows have access to and are trained in the Scholastic Math Inventory (SMI) and overall use of data to inform their daily planning as well as long range plans
* Evaluate progress toward student achievement goals and identify trends in data
* Ensure and/or aid Fellows in developing and executing plan to follow-up on assessment data
* Track Fellows’ attendance and performance(based on evaluations and student progress)
* Summarize the Fellows’ weekly surveys
* Implement systems to ensure that all students and Fellows know their achievement goals and can see their progress toward those goals

Morale

* Plan and execute quarterly Fellow morale booster/social event
* Plan and execute weekly recognitions of tutors
* Foster tutor recognition of students
* Build a culture of achievement and high expectations for students

Professionalism

* Ensure Fellows are adhering to school and Blueprint standards within tutoring room
* Ensure Fellows are adhering to professional expectations
* Ensure Fellows wear appropriate attire and exhibit appropriate tone and language
* Ensure that Fellows exhibit punctuality, and interact professionally with students and staff

Position Requirements

1. Certified Teaching License strongly preferred, Bachelor’s degree required, Master’s Degree preferred
2. Experience working at the elementary school level strongly preferred
3. Background as a Math Specialist or 3-years of experience working in a management capacity
4. Prior experience working with students or adolescents
5. Strong interpersonal skills and the ability to build relationships with multiple stakeholders
6. Strong communication skills both written and verbal
7. Familiarity with MS Office
8. Strong time management and organization skills.

**Salary and Benefits**

Math Fellows Coordinators in St. Louis, MO are employed by Blueprint Schools Network. The Math Fellows Coordinator position offers a competitive salary and benefits package.

**To Apply:**

Interested candidates are encouraged to visit our website,[http://blueprintschools.org](http://blueprintschools.org/) to submit a resume and cover letter online. Please note employment with Blueprint is conditional on completing and clearing a pre-employment screening process (references, pre-employment drug screen, national criminal background screen, and verification of teaching certification if applicable).

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