



JOB DESCRIPTION

Job Title: Instructional Coordinator

Reports To: Chief Executive Officer, MI-RAMP

Mission:

MI-RAMP is looking for a dedicated and experienced **teacher**, who is **Certified for grades K-8**. This new position-- Instructional Coordinator-- is for MI-RAMP's pilot 20-week all Saturdays program. The preferred candidate will also have administrative experience, such as:

1. supervising other teachers and
2. performing objective assessments, monitoring achievements and summarizing progress of students.

Position Description:

Candidates will only be considered if they can show strong indications of prior achievements in enhancing student success. For example, having demonstrated and learned effective techniques to augment teacher-student rapport, trust and mutual respect. Those relationships positively affect teaching and learning. This professional candidate must be able to recognize student self-confidence, enthusiasm and learning. Student learning must be quantifiable, monitored, measured and documented by the combined efforts of the classroom teachers/tutors and the person holding this position. This Instructional Coordinator should spearhead those combined efforts. Additionally, good candidates should have skills that encompass all aspects of the 'Teacher/Tutor' as described in that JOB DESCRIPTION, which is **Appendix A** (attached to/enclosed with this document).

Essential Job Functions:

- Establish curricular guidelines akin to syllabi for each Group (A, grades K-2; B, grades 3-4; C grades 5-6). day-to-day curriculum matrix
- Monitor outcomes (See examples, mi-ramp.org), such as:
 - vocabulary growth, numbers of words recognized and understood, ability to read, ability to read to learn and comprehend,
 - ability to count by 5's, 10's, knowing addition/subtraction/multiplication/division facts, understanding positive

- versus negative numbers, conversions (decimals to fractions to percentages), interpreting simple graphs and trends in data
 - thinking critically (Does it make sense?),
 - displaying respect for self and others,
 - appreciating and accepting those who are different
- Assure that meaningful work is scheduled and taught each day in those day/time slots that currently are shown as TBD (to be determined)
- Teachers/tutors should primarily complete the TBD sections work for each day. Suggestions and input from the Instructional Coordinator might be needed and should be provided when needed.
- Assure that classroom content is done in a logical/appropriate manner and in a sequence that provides for good transitions, easy learning and provides proper foundational information (For example, must learn how to do addition before subtraction).
- Write and summarize results from nine (9) evaluations of students (3 pre-evaluations for Groups A, B and C; 3 mid-evaluations for Groups A, B and C; and 3 post-evaluations for Groups A, B and C)
- Write and summarize results from nine (9) surveys of parents (3 pre-surveys of parents in Group A, 3 mid-surveys of parents from Group B and 3 post-surveys of parents from Group C)
- By end of the semester, write three separate sets of outcomes for Groups A and B and C.
- Submit the outcomes summary to the Executive Board CEO with any general conclusions, recommendations for changes in future Mi-RAMP programs, specifically the one slated to follow the pilot program. Summary should also include strengths and weaknesses of the program and testimonials and impressions/suggestions/conclusions from parents.

The above is intended to describe the general content of the requirements for the performance of this job.

COMPENSATION:

\$35/hour (paid 3 hours per Saturday (\$105 total)—No required classroom time but occasional visits expected. No teacher/tutor evaluations. Working hours 9am-12 noon on the twenty (20) Saturdays of MI-RAMP classes. Other days listed in Appendix B as i, ii, iii are considered 3-hour blocks at home or at HUMC. Those rates will also be \$35/hour.

***MI-RAMP is a 501.3.c nonprofit community support organization and an equal opportunity employer committed primarily to advance youth learning and development.*

APPENDIX A



JOB DESCRIPTION

Job Title: Teacher/ Tutor for Reading and Mathematics

Reports To: Instructional Coordinator, MI-RAMP

Mission:

MI-RAMP is looking for passionate educators to build stronger skill sets for elementary students in reading and mathematics. We are hoping for innovative individuals with growth mindsets who want to spark a reaction in students and engage them in the joy of learning. Not only will these educators be able to meet the needs of all children, but they will believe that all children are capable learners who can achieve high levels. If you enjoy learning to improve and recognize the energy that it takes to show up and do your best for children, the MI-RAMP team encourages you to apply. We believe teaching children is one of the most difficult and rewarding jobs, and we are looking for people who are up to this challenge.

Position Description:

Part-time teacher/tutor positions for MI-RAMP who exhibit a passion for teaching and an expertise in the content areas of Mathematics or Reading. The teacher/tutor will be responsible for planning and implementing high-quality instruction to all students.

Preferred Qualifications:

- Bachelor's Degree level or above
- Experience teaching in an elementary or middle school setting
- Strong communication skills
- Ability to use student achievement data to steer instruction
- Knowledge of best practices
- Applicants must be able to apply current educational knowledge to design and implement an effective curriculum for mathematics and reading at the appropriate grade level.
- Reliable and punctual attendance is an essential job responsibility
- Contribute to a professional environment that is one of mutual respect, teamwork and accountability

Essential Job Functions:

- Respond appropriately to student behavior
- Use effective instructional strategies to design and deliver instruction
- Communicate student performances to parents
- Use data to make instructional decisions
- Ability to use data to inform decisions
- Relentless belief in the capacity of all children to be successful
- Optimistic about the future of education
- Capacity to meet all children where they are and move them forward
- Creative thinker who possesses an inspiring personal vision
- Seeks an optimal learning environment for all children
- Understands the impact of student engagement and curiosity
- Collects and analyzes data to inform instructional decisions
- Contributes to a professional environment that is one of mutual respect, teamwork, and accountability
- Inspirational and engaging in the classroom
- Understanding of authentic literacy instruction
- Strong understanding of core reading and math instruction
- Build meaningful, caring relationships with students
- Motivate students and influence their behaviors
- Use appropriate tone and language when redirecting students
- Adheres to the MI-RAMP's policies, expectations, and protocols as outlined in the MI-RAMP Bylaws, Mission/Themes/Objectives as outlined in the website (mi-ramp.org)

The above is intended to describe the general content of the requirements for the performance of this job.

Compensation/agreements:

\$30/hour (paid 3 hours per Saturday (\$90 total)) 1.5 hours contact time; 9-10 a.m. prep, 10-11:30 classroom time, 11:30-12 wrap-up/clean-up time

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