

# Math Studio Tutor and Instructor

**Days and Times:** During the 2018–2019 school year, Math Studio will be open from 5:30 to 7 p.m. Mondays through Thursdays, while instructors stay from 5:00 to 7:30 p.m. We are looking for instructors who are able to work at least two evenings per week.

## Before students arrive:

- Fill out white RCMC time card with arrival time.
- Make any needed copies.
- Find all items needed for class and set up the room as needed.
- Work on stations and projects for future sessions.

## During Classes:

- Facilitate student learning.
- Begin clean up process 5 to 10 minutes before the end of class depending on the level of mess. Get the students to help.

## After students depart:

- Ensure that the room is neat.
- Vacuum the room as needed.
- Check the restrooms to make sure they are not messy.
- Plan and prepare for upcoming sessions.
- Let Amanda know about any items needed for upcoming sessions.
- Talk with Amanda and Marcia about any challenges with students or with instruction.
- Write departure time on white RCMC time card.

## General Expectations:

- Professional conduct is expected at all times.
- Do not discuss personal matters in front of students or with other staff members during class time.
- Convey a positive attitude about mathematics and learning in general at all times.
- Maintain a collegial workplace environment.
- Attend to the needs of the students under your charge.
- Consult with other instructors if you are not certain of the best way to answer a given question.
- Avoid holding the pencil when working with students and avoid over-explaining. When possible, it is better to ask the students questions rather than explaining.
- Avoid being alone in an isolated area with just one student.
- If issues arise involving the conduct of a student, parent, or another instructor, extract yourself from the situation as quickly as possible and report the incident to Amanda.
- If you will be late or absent, let Amanda know as soon as possible.