

Developing Math Concepts LLC
After-School Program

Job Descriptions and Qualifications

Submitted to the
Michigan Department of Education

Position: After School Program Administrator

Job Description and Duties

Parental Issues

- Scheduling IEP Meetings with parents
- Organizing opportunities with parents to recruit students
- Parent enrichment activities and meetings
- Parent Consultations
- Documentation of student progress to parents
- Home visits to encourage attendance of students

Administrative Activities and Student paperwork

- Ensure tutors provide required paperwork per district compliance
- Effectively monitor attendance
- Accurately submit paperwork associated with district compliance
- Meet with principals and staff members at schools to ensure synchronized learning objectives

Personnel Issues

- Recruitment of tutors
- Retention of tutors
- Staff Training
- Staff Assessment
- Administer Payroll through accounting service

Data Analysis, Planning and Curriculum Alignment

- Provide an ongoing review of curriculum tools and strategies against student Performance
- Collect and Analyze student data
- Analyze student data against the expected standards and benchmarks

Supervision and Professional Development

- Monitor tutorial sessions and meet with lead teachers and tutors at each facility at least once a week
- Provide tutorial services as needed at servicing school
- Develop a working relationship with community PTA

Qualifications: Masters Degree in Education, Administration or Curriculum

Design and Teaching. 3-5 years experience in teaching and or administration
Position: **Tutor**

Job Description and Duties

- Tutor students in math and reading
- Scheduling IEP Meetings with parents
- Organizing opportunities with parents to recruit students
- Conduct parent enrichment activities, meetings, and consultations
- Weekly evaluations of student progress
- Documentation of student progress to parents/Classroom teacher
- Attend training and numerous workshops

Qualification: Michigan Teaching Certificate and experience teaching in math and reading

Position: **Paraprofessional**

- Correlate/ required paperwork per district compliance
- Monitor and correlate attendance records
- Organize meetings with principals and staff members to ensure learning objectives are met
- Provide an ongoing review of curriculum tools and strategies against student performance
- Analyze student data against expected standards and benchmarks
- Help monitor tutorial sessions

Qualifications: Paraprofessionals must meet the standards of ESEA/No Child Left Behind, Section 1119