

# JOB ANNOUNCEMENT – Math Coordinator



The Joint Educational Project (JEP) is seeking a graduate student with two years to commit (beginning August 2012) to its **USC Readers<sup>Plus</sup>** program, USC's America Reads/America Counts program that provides literacy and math tutors to seven local elementary schools. This graduate position will work closely with a second graduate coordinator who will concentrate on literacy. The math coordinator will be responsible for training undergraduate students tutors, creating hands-on math lesson plans for one-on-one tutoring and group projects, monitoring program evaluation, and serving as an academic resource for the undergraduate tutors.

This position requires:

- A demonstrated interest in education, with special emphasis on mathematics;
- Strong interpersonal communication skills;
- Ability to manage a variety of tasks and responsibilities;
- A self-starter, able to take initiative and work independently;
- Experience working in urban communities, preferably in urban schools;

Job responsibilities include:

- Training math tutors (both pre-service and during service) in math skills and strategies and best practices in assisting struggling learners;
- Attending and presenting at weekly program staff meetings;
- Communicating regularly with school program coordinators for feedback and support;
- Meeting with undergraduate tutors to provide guidance and support for math instruction;
- Tracking and managing mathematics assessments for program evaluation;
- Managing program documentation and assisting with reports and proposals as needed;
- Engaging in site visits at each of the seven neighborhood schools to observe tutoring sessions and provide on-site support to program staff;
- Collecting, developing and creating materials which will assist tutor efforts teaching children in the community.

Position Details:

- 20 hours per week during the academic year;
- \$20/hour;
- Three units of tuition remission provided each semester;
- Must be available for JEP staff retreat August 20 – 23, 2012.

If interested, contact Tina at [koneazny@usc.edu](mailto:koneazny@usc.edu) or at 213-740-1834

**Graduate Student Application**  
**Math Coordinator**  
**JEP / USC Readers<sup>Plus</sup>**



Name: \_\_\_\_\_ Student ID number: \_\_\_\_\_

Local Address: \_\_\_\_\_  
*street city zip*

Permanent Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
*(Name, relationship, and telephone number)*

Major field of interest and expected degree: \_\_\_\_\_

Year in graduate school: \_\_\_\_\_ Semester/year you expect to graduate: \_\_\_\_\_

Professional interests, experience and/or areas of specialization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Teaching assistantship(s):                      Yes    No

Classes, dates, institutions, and professor(s): [if at USC]

\_\_\_\_\_  
\_\_\_\_\_

Research assistantship(s):                      Yes    No

Types of research, dates, institutions, and professor(s): [if at USC]

\_\_\_\_\_  
\_\_\_\_\_

Sources of funding for 2012-13 academic year: \_\_\_\_\_

\_\_\_\_\_

Community-service or service-learning experience: \_\_\_\_\_

\_\_\_\_\_

Plans for employment after graduation? \_\_\_\_\_

\_\_\_\_\_

References (please include at least one USC professor or staff member):

- |    | <i>Name</i> | <i>position</i> | <i>phone number</i> |
|----|-------------|-----------------|---------------------|
| 1. | _____       | _____           | _____               |
| 2. | _____       | _____           | _____               |
| 3. | _____       | _____           | _____               |

Please include the following with your application:

- A brief personal statement (1-3 pages) that describes your educational philosophy and interest in working for JEP;
- Financial aid statement (sources of funding);
- A copy of your resume or C.V., including a description of your educational and work history.
- A letter of recommendation from someone familiar with your abilities and experience.
- **Applications are due Wednesday, March 21<sup>st</sup>, 2012.**

For more information contact Tina Koneazny

P: (213)740-1834      E: [koneazny@usc.edu](mailto:koneazny@usc.edu)

Please return application to JEP at The LOT or mail to:

JEP (Attn: Tina Koneazny) \* 801 W. 34<sup>th</sup> Street \*

University of Southern California \* Los Angeles, CA 90089-0471