

## Columbia STEM Alliance Math Mentorship Program - Request for Services

### Background

As a 501(c)(3) organization, the Columbia STEM Alliance Foundation (CSA) is a collaborative network of educators, business partners, and affiliates to encourage and inspire interest in Science, Technology, Engineering and Math careers to generate a robust force of well-prepared professionals for jobs in our community while improving the odds for success for all students.

The CSA seeks to contract for development, management, and implementation of the Math Mentorship Program (MMP). This work is initially for three, one-year annually renewable contracts, pending satisfactory progress toward MMP goals. The MMP will initially focus on 4<sup>th</sup> -6<sup>th</sup> grade students and increasing the number of underrepresented students who complete advanced 6th grade Math.

Math Mentorship Program Objectives:

1. Increase the number of students from underrepresented communities who enroll in and successfully complete advanced 6th grade math.
2. Increase student math confidence and growth mindset.
3. Serve as a resource that provides students with support from trained mentors.
4. Ensure that mentor training and services are aligned to classroom curriculum and teacher expectations.
5. Ensure that student support is coordinated so that teacher workload is not increased, and student learning opportunities are optimized.

The Math Mentorship Program is a new endeavor for the STEM Alliance. A disproportionate number of students from underrepresented communities (fewer than 12% of 6th grade students on free and reduced lunch programs) enroll in advanced level 6th grade math. The creation of the MMP builds upon our organization's success in offering creative and engaging opportunities for young learners to gain progressively complex knowledge and skills, while building appreciation of how science and engineering impact our daily lives.

For persons interested in contracting for the services, described below in the scope of work, please submit a letter of interest, qualifications, and resume to the Columbia STEM Alliance at [stemcomo@gmail.com](mailto:stemcomo@gmail.com).

The deadline for submissions is June 1<sup>st</sup> or until position is filled.

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### Math Mentorship Program: Scope of Work

1. Develop an MMP mentor training program.
  - Lead the development and implementation of the Math Mentoring Program, for piloting in the Fall 2021 semester and full implementation in the 2022-23 school year.
  - Recruit and train volunteers to serve as mentors for a high quality MMP program.
  - Train new MMP volunteer mentors, as needed.
2. Work with CPS math leadership to develop mentor and teacher expectations to help ensure program effectiveness.
  - Collaborate with the CSA Board and math subject matter expert(s) to develop the MMP.
  - Connect and build school partnerships to enhance effective math programming and its implementation.
  - Help students, families, teachers, and mentors understand what to expect from one another.
  - Collaborate with and assist CPS study buddy program.
3. Curriculum Development
  - Create developmentally appropriate tutoring plans in collaboration with MMP volunteers and the CPS math coordinator.
  - Help facilitate hands on, intellectually engaging, conceptual and applied math programming, with an emphasis on engaging students from diverse backgrounds.
4. Continuous Improvement
  - Be present in school buildings on a frequent basis to check and adjust the program, identify, and communicate best practices.
  - Use appropriate observation and feedback tool(s) to assess the quality of the MMP, as well as student and teacher satisfaction with the Program.
  - Significant modifications to the Program will be made in collaboration with and approved by the STEM Alliance Board.
  - Identify MMP best practices and effectively share best practices across all mentors.
  - Work with mentors, students, and teachers to answer questions, gather input and help resolve issues relative to the MMP.
5. Administration and Communication
  - Responsible for all scheduling related to MMP.
  - Develop and implement an effective process to schedule mentoring sessions.
  - Work with schools to identify location for mentoring sessions.
  - Record attendance of participants (students and volunteer mentors) in MMP activities.
  - Maintain student participant and mentor files to ensure all required paperwork and permissions are updated and available.
  - Ensure background checks are completed and maintained for MMP volunteers.
    - Missouri State Highway Patrol request for child abuse or neglect/criminal record
  - Maintain records, track program performance and monthly performance metrics.
  - Attend monthly CSA Board meetings (virtually and/or in person) and other related CSA meetings, as identified.
    - Provide quarterly progress report that includes summative evaluation to assess the impact of the Math Mentoring Program.

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### Preferred Qualifications, Credentials and Capabilities

1. At least 1- to 2 years of experience in planning and leading developmentally appropriate STEM programming for grades K-12, initially focusing on math content appropriate for grades 4 to 6.
2. Associates or bachelor's degree in science, math, education, or related fields.
3. Ability to work in multiple environments (e.g., working in schools to develop opportunities at a workstation and remotely in various learning venues, as needed).
4. Ability to work with students in-person or virtually to deliver programming and participate in in-person team and MMP related meetings.
5. Ability to work as a team and independently, take on a leadership role, and maintain a positive work environment.
6. Ability to use computers daily in an interactive manner for extended periods of time, as necessary, and the ability to sit and/or stand for an extended period.
7. Competency using basic Microsoft Office software, and have a computer system capable of using current Microsoft Office software.
8. Ability to work a flexible schedule, as needed, with at least 20 hours/week on site at a CPS location (yet to be determined and when CPS is in person) during normal school day hours,
9. Knowledge of Columbia area educational and related resources, program opportunities, and a diverse range of activities.
10. Commitment to Columbia STEM Alliance's mission and the Columbia Public School District's mission and values.
11. Have reliable transportation and hold a valid driver's license with a good driving record.
12. Working knowledge of positive youth development.
13. Strong verbal and written communication skills.
14. Commitment to diversity, equity, and inclusion.
15. CPS background check.
16. Strong organizational skills.