

Overview

As a math lab classroom volunteer you will be working with a group of five to six students on addition, subtraction, multiplication and division problems including fractions and decimals. The students will be divided into groups based on assessments done by the teachers.

Classroom volunteers will work with two classes each week.

Schedule:

Class 1: 12:15-12:45pm

Prep/Break: 12:45-1:00pm

Class 2: 1:00-1:30pm

Your job is to continually check their work as they work on practice problems and try to catch errors quickly to prevent reinforcement of improper methods.

More details

The students are each given a packet consisting of ten practice worksheets and ten tests. Each practice worksheet is followed by a test consisting of similar problems to those on the practice worksheet.

You may answer any questions they may have as they work on practice worksheets but cannot provide assistance on tests. Please check their answers on their practice worksheets as they work to catch errors quickly.

You will have both an answer key and a calculator.

The students will work at their own pace. The practice worksheets and tests are not timed.

The students are expected to score at least 85% on the tests. This is a point of emphasis from the teachers. Any difficulty the student is having with a particular concept should be recognized and resolved on the practice worksheets prior to taking the test.

If a student scores less than 85%, please mark the problems with incorrect answers and send him/her back to correct them. Once they achieve 85% correct, he/she can move on to the next level.

If a student seems to be really struggling conceptually, please send the student to the teacher for additional help so that you may assist other students in your group. Each student will have a folder for the packet they are working on and a tracking sheet to record their progress. Please record your name and completion dates on practice worksheets and scores of tests.

At the end of the session, students are to place all completed and recorded worksheets and tests in their mailbox.

The students have been exposed to a variety of problem solving methods. You are free to assist them using the method you are most comfortable with or whatever method the student appears to utilizing.

Advance/Review

The packets are designed for the student who requires a fair amount of repetition to master the concepts. If you have a student in your group who seems to be picking up concepts fairly quickly, or if a child seems to have been inappropriately placed based on their ability (too high or too low), please speak to the student's teacher or math labs coordinator (is she feels comfortable making the determination) as to whether a child should skip pages of the current packet, move on the next packet or work on some worksheets from a lower level packet.

Math Labs Crate Management

To be done when math labs is done for the day or anytime prior to next session.

Each class pair has their own crate that contains the folders and worksheets for each student. Classroom math labs volunteers will mark any folders that require attention. Please check flagged folders for completed worksheets or tests that have not been checked and/or packets that are near completion.

For students with only 4-5 pages remaining in their current packet, please add next packet to their folder. Photocopy packets as needed. Master copies are kept in the top drawer of the black 2-drawer filing cabinet. Please correct any completed worksheets or test. Mark incorrect answers, but do not write in correct answers, and leave sheets in folder.

Commitment

This program has the potential to be extremely beneficial to all of our children. It gives them an opportunity to work on math problems suited to their abilities and more individualized attention to enable them to progress.

I need a team of six classroom volunteers every week for this program to be successful. If you are unable to make it in on your scheduled day, please let me know as soon as possible.

Please let me know if you have any questions, comments or concerns.

Thank you for your time!

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