

Centre for Diverse Learners

Job Description: Educator, Leaps in Literacy

Approved by:	Alison Brindle
Date approved:	Monday, August 14, 2023
Reviewed:	

JOB TITLE:

Educator, Leaps in Literacy

MAIN PURPOSE OF THE JOB:

The Educator in the Leaps in Literacy program is responsible for assisting with teaching, safety, supervision, and evaluation, and reporting of the program. The Educator works with groups of 2-4 students either in-person or online via Microsoft Teams and may have the support of a volunteer. During this time, the educator will select and implement appropriate activities that build each child's literacy skills based on what they need the most support with. This can include decoding words, segmenting sounds, practicing letter formation, learning spelling patterns, and more. They will also undertake administrative duties, such as communicating with parents, ensuring data is collected, and reporting is completed in a timely manner. **Training will be provided and it is mandatory.**

REPORTS TO:

Academic Program Manager

DIRECT REPORTS:

Leaps in Literacy Volunteers, Co-operative Education Students

COMPENSATION:

- Ontario Certified Teachers receive \$975 for the 10-week program for each section.
- Non-Ontario Certified Teachers receive \$825 for the 10-week program for each section.

Note: A section refers to 10 weeks of time, 8 weeks will involve programming 3 hours of work per week, 2 hours of instruction and 1 hour of preparation time, the initial week is for training and preparation and the final week is for report writing and make-up sessions due to any tutor absences.

DUTIES AND RESPONSIBILITIES:

- Support the Program Manager to implement and deliver the Leaps in Literacy Program
- Uphold the Mission of CDL and its programs and services while conducting oneself in a professional manner as a representative of the Organization

- Create a positive learning environment that encourages relationship-building between the students, families, and colleagues
- All Educators must arrive at least 15 minutes before their session is scheduled to begin and remain available up to 15 minutes after each session
- Online facilitators must ensure that they have reliable and secure high-speed internet access, a laptop, a microphone, speakers, and a webcam. Headphones are recommended.
- Online Educators must create their own private Team in MS Teams for each session, and then create individual recurring meetings as necessary They must also manage each channel by ensuring that all volunteers, families and CDL staff who need access have access. Training will be provided.
- Analyse assessment data and develop a lesson plan based on the unique needs of the group of students
- Remain in frequent communication with the Program Manager to discuss instruction, achievement, and evaluation (e.g., lesson planning, data collection, behavioural concern, safety issue, technology troubleshooting).
- Manage all communications to families and volunteers via email, including program surveys, weekly updates, notices to parent(s)/guardian(s) regarding changes in scheduling or cancellation of sessions, and responding to email inquiries as required
- Submit Progress (mid-point; 4 weeks) and Summative reports (end of the program; 8 weeks) for all volunteer tutor/student pairings that can be shared with parent(s)/guardian(s) no more than three days after the due date established by the coordinator.
- Regulates attendance for volunteer tutors (if applicable) and students, and follows-up if there are late or absentee concerns
- Any other duties, as mutually agreed

QUALIFICATIONS:

Eligible candidates for the Educator, Leaps in Literacy position include individuals who have earned a post-secondary degree or are currently earning a degree and have:

- Passed a Vulnerable Sector Check within the last 12 months
- Requirement to complete Annual Plan to Protect Training (provided)
- Previous experience working with individuals with learning disabilities and/or children
- Previous experience facilitation online or in-person programs
- Reliable transportation to and from the program site and/or access to reliable and secure high-speed internet access, a personal computer (laptop or desktop), a microphone, speakers, and a webcam. Headphones are recommended.
- Bachelor of Education is an asset, but not required
- For online tutors, previous experience with Microsoft is an asset, but not required
- Previous experience managing a group of people, such as volunteers, is an asset, but not required
- Previous experience in literacy programs is an asset, but not required
- Access to a quiet and confidential workspace

REQUIRED COMPETENCIES:

- Knowledge of Science of Reading and Structured Literacy
- Knowledge of Universal Design for Learning and Differentiated Instruction
- Compassionate
- Flexibility
- Organization and Time Management
- Interpersonal Skills and Teamwork
- Accountability
- Resourceful
- Communication Skills (Written and Verbal)
- Continuous Improvement
- Cultural Sensitivity

WORKING CONDITIONS:

- Incumbent can select the hours they are available for within the program schedule, understanding that they must be available either Monday/Wednesday or Tuesday/Thursday within the hours 4:30pm to 8pm.

PHYSICAL REQUIREMENTS

- ***Strength Guidelines***
 - Ability to lift objects up to 50lbs
- ***Motion Parameters***
 - Extended periods of sitting and/or standing may be required
- ***Vision and Hearing Requirements***
 - No specific requirements to note
- ***Psychological Demands***
 - Interaction with others under varying circumstances, including situations of a highly sensitive nature.

ACKNOWLEDGEMENT & AGREEMENT

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organization and the overall business objectives of the organization.

SIGNATURE: _____
Employee

NAME: _____ **Print**

DATE: _____