

Centre for Diverse Learners

Job Posting: Educator, Mastering Mathematics

Approved by:	Alison Brindle
Date approved:	November 28, 2022
Reviewed:	

JOB TITLE:

Educator, Mastering Mathematics

MAIN PURPOSE OF THE JOB:

Educators in Mastering Mathematics develop numeracy programming to groups of 3-4 children with an emphasis on number sense and operations. They employ multi-sensory teaching and learning strategies in accordance with Universal Design for Learning and best teaching practice. As part of this expectation, Educators participate in standardized diagnostic and summative assessment practices, while also designing their own summative assessments to track student progress. Educators provide a final report of learning to the parents/guardians of their 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.*

REPORTS TO:

Academic Program Manager

DIRECT REPORTS:

N/A

DUTIES AND RESPONSIBILITIES:

- Support the Academic Program Manager to implement and deliver the Mastering Mathematics 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 tutor, the student, and yourself
- 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 for in-person sessions

- Online Educators must not 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 they are supervising, and then create an individual meeting for each group assigned to them. 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 assessments to determine each child's area of need
- Remain in frequent communication with the Manager to discuss instruction, achievement, and evaluation (e.g., lesson planning, data collection, behavioural concern, safety issue, technology troubleshooting)
- Manage all communications to families 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 reports (mid-point; 4 weeks) and Summative reports (end of the program; 8 weeks) to the Academic Program Manager for approval. Then support by sending reports to the parent(s)/guardian(s) no more than three days after the due date established by their manager.
- Regulates attendance for volunteers (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 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
- Completion of Annual Plan to Protect Training (provided)
- Previous experience working with individuals with learning differences and/or children
- Previous experience facilitating online or in-person programs
- Reliable transportation to and from the program site if working in-person or access to quiet and confidential workspace, 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. Post-secondary education is required
- For online tutors, previous experience with Microsoft Excel and Microsoft Teams an asset, but not required
- Previous experience managing a group of people, such as volunteers, is an asset, but not required
- Previous experience in math instruction is a strong asset

REQUIRED COMPETENCIES:

- Knowledge of Effective Instruction in Mathematics / Multi-Sensory Teaching Methodologies

- 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 8 or 830 pm.

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. Ability to monitor the safety of students in your physical presence.

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: _____