

Centre for Diverse Learners

Job Description: Educator, Leaps in Literacy Independent Contractor

Approved by:	
Date approved:	
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 in-person 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:

Director of Programming, Leaps in Literacy Coordinator

DIRECT REPORTS:

Leaps in Literacy Volunteers, Co-operative Education Students

COMPENSATION:

- Ontario Certified Teachers receive \$35.00/hour for in-person teaching.
- Non-Ontario Certified Teachers receive \$30.00/hour for in-person teaching.

Note: A section refers to 9 weeks of time and will involve 8-weeks of programming 2.5 hours of work per week, 2 hours of instruction and 30 minutes of preparation time. Educators are also expected to be available the week prior to program start for training and preparation.

DUTIES AND RESPONSIBILITIES:

- Support the Director of Programming and/or Leaps in Literacy Coordinator 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
- Analyse assessment data and develop a scope plan with corresponding lesson plans based on the unique needs of the group of students
- Remain in frequent communication with the Director of Programming and/or Leaps in Literacy Coordinator 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 reports (mid-point; 4 weeks) and Summative reports (end of the program; 8 weeks) to the Director of Programming and/or Leaps in Literacy Coordinator for approval. Then support by sending reports to the parent(s)/guardian(s) no more than three days after the established due date.
- Regulate attendance for students and volunteer tutors (if applicable), and follow-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
- Willingness to complete Annual Plan to Protect Training (provided)
- Previous experience working with individuals with learning disabilities and/or children
- Previous experience facilitating in-person programs
- Reliable transportation to and from the program site
- Some post-secondary education is required. Bachelor of Education 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

REQUIRED COMPETENCIES:

- Knowledge of Science of Reading and Structured Literacy
- Knowledge of Universal Design for Learning and Differentiated Instruction
- Compassionate
- Flexible

- Organization and Time Management
- Interpersonal Skills and Teamwork
- Accountability
- Resourceful
- Communication Skills (Written and Verbal)
- Continuous Improvement
- Cultural Sensitivity

WORKING CONDITIONS:

Incumbents can select the hours they are available for within the program schedule, understanding that they must be available to teach at least two groups between Monday and Thursday within the hours of 4pm 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: _____

