

Centre for Diverse Learners

Job Posting: Educator, Mastering Mathematics Independent Contractor

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| Approved by: | |
| Date approved: | |
| Reviewed: | |

JOB TITLE:

Educator, Mastering Mathematics

MAIN PURPOSE OF THE JOB:

Educators in Mastering Mathematics develop numeracy programming to groups of 2-4 children with a focus on the fundamentals of mathematics: number sense and numeration, patterning and algebra and mathematical application. 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 analyze standardized diagnostic assessments, and design their own lesson plans based on student progress. This can include skills such as identifying numbers, counting, performing basic numerical operations, working with fractions and algebra, and solving word problems. Educators 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, Mastering Mathematics Coordinator

DIRECT REPORTS:

Mastering Mathematics 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 Mastering Mathematics Coordinator 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
- Analyse assessment data and develop corresponding lesson plans based on the unique needs of the group of students
- Remain in frequent communication with the Director of Programming and/or Mastering Mathematics Coordinator 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 Director of Programming and/or Mastering Mathematics Coordinator for approval. Then support by sending reports to the parent(s)/guardian(s) no more than three days after the established due date.
- Regulates attendance for students and volunteers (if applicable), 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
- Willingness to complete Annual Plan to Protect Training (provided)
- Previous experience working with individuals with learning differences and/or children
- Previous experience facilitating in-person programs
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- 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 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
- 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. 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: _____

