

Centre for Diverse Learners

Job Description: Individual Intensive Tutor

Approved by:	Carolyn Rankin-Boutin
Date approved:	September 3 rd 2024
Reviewed:	

JOB TITLE:

Individual Intensive Tutor

MAIN PURPOSE OF THE JOB:

Tutors in the Individual Intensive tutoring program provide one-on-one tailored tutoring based on the student's academic goals and areas for growth. They employ multisensory teaching and learning strategies in accordance with Universal Design for Learning and best teaching practice. As part of this expectation, Tutors analyze standardized diagnostic assessments, and design their own lesson plans based on student progress.

REPORTS TO:

Individual Intensive Coordinator, Executive Director

DIRECT REPORTS:

N/A

DUTIES AND RESPONSIBILITIES:

- Support the Director of Programming to implement and deliver the 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, 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 assessments to determine each child's strengths and areas of need
- Remain in consistent communication with the Director of Programming to discuss instruction, achievement, and evaluation (e.g., lesson planning, data collection, behavioural concern, safety issues, 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

QUALIFICATIONS:

Eligible candidates for the position include individuals who have earned a post-secondary degree **and/or** are an Ontario Certified Teacher 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.
- Bachelor of Education is an asset, but not required. Post-secondary education is 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 but not required

REQUIRED COMPETENCIES

- 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:

Tutor can select the hours they are available for within the program schedule,

understanding that they must be available within the hours 4:30pm to 8pm, from Monday to Friday.

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.