

Centre for Diverse Learners

Job Posting: Educator, Leaps in Literacy Independent Contractor

JOB TITLE:

Educator, Leaps in Literacy

TYPE OF EMPLOYMENT:

Independent Contractor with availability from September 2025 to June 2026

MAIN PURPOSE OF THE JOB:

The Educator in the Leaps in Literacy program is responsible for assisting with the preparation, teaching, safety, supervision, evaluation, and reporting of the program. The Educator works with groups of 3-5 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 in phonics/phonemic awareness, sight word vocabulary, and fluency according to their learning profile. They will also undertake administrative duties, such as communicating with parents, ensuring data is collected, and reporting is completed in a timely manner. **Mandatory training will be provided.**

REPORTS TO:

Academic Program Manager, Director of Programming

DIRECT REPORTS:

Leaps in Literacy Volunteers, Co-operative Education Students

COMPENSATION:

Individuals with applicable designation (e.g., Ontario Certified Teacher) receive \$35.00 per hour.

Individuals without applicable designation receive \$30.00 per hour.

DUTIES AND RESPONSIBILITIES:

- Support the Academic 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 educator and the students
- Analyse assessment data and develop a scope plan with corresponding lesson plans based on the unique needs of the group of students
- Use the resources provided to plan and facilitate small group programming ongoing assessments to track progress, and data collection

- Remain in frequent communication with the Academic 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 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 and Summative Reports to the Academic Program Manager for approval.
- Communicate various reports to the parent(s)/guardian(s) via email from a shared inbox.
- Facilitate in-person education programming at various sites in the Halton and Hamilton Regions
- Monitors attendance for students, volunteers, and/or co-op students (if applicable), and follow-ups if there are late or absentee concerns.
- Work to ensure the health and safety of all students and volunteers in the program.
- Any other duties, as mutually agreed

QUALIFICATIONS:

Preferred candidates for the position include individuals who have:

- Prior experience working with children and/or youth with learning differences, specifically learning disabilities, ADHD/ADHD and Autism Spectrum Disorder Level 1 and their families.
- Earned a post-secondary certification in Education, Social Work, Child and Youth Work, Social Service Worker, or similar field may be acceptable, depending on experience.
- Previous experience facilitating online or in-person programs with a focus on literacy instruction is preferred.
- Experience working with Microsoft Suite is an asset but not required.
- Bachelor of Education is an asset but not required. Experience can be used as equivalent to education as appropriate.
- Previous experience managing a group of people, such as volunteers, is an asset, but not required
- Reliable transportation to and from the program site within Halton and Hamilton regions.
- Current Vulnerable Sector Check within the last 12 months or willing to obtain.

WORKING CONDITIONS:

- Flexible hours and in-person delivery of programs during evenings and weekend according to organizational demand.
- Have availability between Monday through Thursday for a minimum of two shifts a week between the hours of 4:00PM – 8:00PM

- All facilitators must arrive at the start time of their scheduled shift and stay for the remainder of their shift unless approved by management. Prep and clean-up time is included in the scheduled shift(s).

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.