

## Centre for Diverse Learners

# Job Posting: Educator, Mastering Mathematics Independent Contractor

### **JOB TITLE:**

Educator, Mastering Mathematics

### **TYPE OF EMPLOYMENT:**

Independent Contractor with availability from September 2025 to June 2026

### **MAIN PURPOSE OF THE JOB:**

Educators in Mastering Mathematics develop numeracy programming for groups of 3-5 children with an emphasis on the fundamentals of mathematics: 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 administer standardized diagnostic assessments and review results to design lesson plans based on student needs. 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. **Mandatory training will be provided.**

### **REPORTS TO:**

Academic Program Manager, Director of Programming

### **DIRECT REPORTS:**

Mastering Mathematics 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.

### **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 educator and the students

- Analyse assessment data and develop corresponding lesson plans based on the unique needs of the group of students
- Develop a lesson plan for each lesson based on the unique needs of the group of students.
- 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.
- 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:**

Eligible candidates for the position include individuals who have earned a post-secondary degree or are currently earning a degree and 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.
- Previous experience facilitating online or in-person programs with a focus on math instruction is preferred.
- An interest in getting involved in the social services or teaching profession.
- 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.