

Centre for Diverse Learners

Job Posting: Individual Intensive Tutor Independent Contractor

JOB TITLE:

Individual Intensive Tutor

TYPE OF EMPLOYMENT:

Independent Contractor with availability from July 2026-June 2027

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:

Senior Manager Communications

DIRECT REPORTS:

N/A

COMPENSATION:

Tutors are compensated according to their experience and qualifications, with hourly rates ranging from \$35 to \$50. Tutors are independent contractors.

DUTIES AND RESPONSIBILITIES:

- Support the Senior Manager of Communications and/or 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
- Analyze assessments to determine each child's strengths and areas of need
- Remain in consistent communication with the Senior Manager of Communications/Programming to discuss instruction, achievement, and evaluation (e.g., lesson planning, data collection, behavioural concern, safety issues, technology troubleshooting)
- Communicate with the parents/guardians regularly to discuss student progress, either in-person or via an organization email
- Manage all communications to families via email, including program surveys, weekly updates, notices to parent(s)/guardians regarding changes in scheduling or cancellation of sessions, and responding to email inquiries as required
- 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 relevant to subject areas for children/youth (ex. language, math, science) **and/or** are an Ontario Certified Teacher 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
- Prior experience providing 1-1 individualized support to children and/or youth
- Previous experience tutoring students with learning differences
- Able to consistently attend in-person sessions from July to June.
- Passed a Vulnerable Sector Check within the last 12 months or willing to obtain

WORKING CONDITIONS:

Tutor can select the hours they are available for within the program schedule, understanding that they must be available within the hours 5:00 pm to 8pm, from Monday to Friday.

All tutors must arrive at least 15 minutes before the start time of their first session and remain available for at least 15 minutes after each in-person session, unless approved by management.

PHYSICAL REQUIREMENTS

- ***Strength Guidelines***
 - None
- ***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.