



Job Description-Education Department-Math Assistant Educator

Contract Position, Part-time, 8 hours per week for 26 weeks, \$25 per hour

Neighbour to Neighbour Centre is looking for an Assistant Educator for the Math Success Program. The Assistant Educator is aligned with Neighbour to Neighbour's Mission, Vision and Values. They value and respect N2N volunteers as equal members of our team. They work side by side with staff and volunteers to achieve our goals.

Program Overview: The Math Success Program provides students in grades 7 & 8 with tutors who help them improve their math skills. It takes place after-school from 3:30 to 5:00 and provides fundamental math help utilizing JUMP Math Essentials and additional resources. The first term is October through December and the second term is February to May for a total of 25 weeks. Annunciation of Our Lord and Westview Schools have had the opportunity to each select up to 15 students who they feel would benefit from the program. Typically, we average between 15 and 25 students who complete the program. We are continuously adjusting our sails and making improvements and are looking for skilled and engaged people who can assist us in taking the program to the next level.

Job Requirements:

The ideal candidate will work in tandem with the Educator to address the goals of the program. They must be passionate about learning and be willing to share their ideas as well as take direction from the Educator. They must be open to reaching out to students to create relationships of mutual trust and respect. They endeavour to make learning a meaningful process for the students and the tutors. **Position requires that you attend JUMP Math Training on August 18th, 2019, from 8:30-4:30 at Brock University in St. Catharines.**

- Proven experience as a teacher with a love of math and the ability to bring math to life
- Knowledge of best practices and educational guidelines as well as a willingness to learn themselves
- Excellent communication and interpersonal skills
- Well organized and detail oriented
- Committed to providing participants with a meaningful tutoring experience, through engaging lessons, positive feedback and effective praise

- Creative and energetic, able to identify and address the individual needs of the students and provide differentiated learning
- Ability to assess and identify gaps in learning and provide students with activities and workbook lessons to help improve their math skills
- Provide on-site tutor training and oversee volunteers
- Provide math tutoring and mentoring support to enrolled students and volunteers as needed
- Ability to exercise good judgement and discretion with regards to sensitive or confidential matters
- Track and record student data, volunteer hours, surveys and assessments
- Stay organized and on time with inputs, outputs and outcomes
- Understand the importance of creating professional relationships and an environment conducive to learning
- Other duties as required

Core Competencies:

- Integrity
- Excellence
- Respect
- Teamwork & Collaboration
- Commitment to Diversity, Equity & Inclusion
- Conflict Resolution
- Oral Communication
- Privacy & Confidentiality
- Flexibility
- Customer Service Orientation

Please submit your cover letter, resume and teaching credentials no later than Monday, July 22, 2019 to: Deban Brunette at: tutor@n2ncentre.com

Please put A.E. & your name on the subject line.