

## Job Description-Education Department-Math Educator

**Contract Position, Part-time, 10-20 hours per week for 36 weeks, \$28 per hour**

**Neighbour to Neighbour Centre** is looking for an Educator for their Math Success Program. The 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 N2N Math Success Program provides Grade 7 & 8 students with the opportunity to work with qualified Math Educators and trained volunteers once or twice a week to improve their math skills. Students are given additional instruction based on the curriculum they are learning in their regular class. Students receive small group support to complete their homework and build study and test-taking skills.

Research shows that students who do not build a strong foundation in math at the elementary level will continue to face difficulty in Secondary School Mathematics. Students that fail to achieve their Grade 9 Math credit are less likely to graduate.

**Job Description:** As Math Educator, you will be responsible for implementing whole group activities designed to help students build numeracy skills. You will lead your assigned math locations and create an environment for learning. Our programs are offered after school and involve whole group activities and small group homework/curriculum support with the support of volunteers. You will be responsible for supporting all volunteers in the program.

### **Job Requirements:**

The ideal candidate will be passionate about learning with the ability to reach out to students and create a relationship of mutual trust and respect. They know how to engage students, and tutors, to make learning a meaningful process. **The position requires the use of a vehicle and that you attend training sessions at Neighbour To Neighbour.**

- Proven experience as a teacher with a love of math and the ability to bring math to life for students and tutors
- Thorough knowledge of best practices and educational guidelines, as well as a willingness to follow policies and procedures
- 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

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- Provide math tutoring and mentoring support to enrolled students and volunteers as needed
- 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 manage volunteers
- Ability to exercise sound judgement and discretion with regards to sensitive or confidential matters
- Work in tandem with the Assistant Educator to track and record student data and volunteer hours, oversee surveys and assessments
- Responsible for purchasing healthy snacks for the students (& tutors) and submitting receipts for reimbursement
- Comfortable contacting parents/guardians to report absences to parents and to share progress and next steps
- Stay organized and on time with inputs, outputs, and outcomes
- Understand the importance of creating professional relationships and an environment conducive to learning
- Providing all data and information for the end-of-year Impact Report
- 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 Oriented

Please put *Math Educator* and your name in the subject line. Please send your resume and cover letter to:

Carolyn Rankin-Boutin at [education@n2ncentre.com](mailto:education@n2ncentre.com) by January 15<sup>th</sup> 2023