



CAREER OPPORTUNITY PART-TIME CONTRACT TUTOR

SUMMARY

The Educational Tutor will spend time with students individual or in small groups to provide help with academic subjects. The Tutor will help create effective lesson plans, teach students a variety of different subjects, and encourage good study habits.

Educational services will be provided consistent with the philosophy, approach, goals and learning environment espoused by Nimkee Nupigawagan Healing Centre Inc.

DUTIES AND RESPONSIBILITIES

- Work closely with students to get them grounded in education topics.
- Implement literacy and numeracy educational curriculum and programming for participants.
- Infuse indigenous content and practice into day-to-day programming
- Facilitate student individually and in groups, using various teaching methods such as discussion, demonstrations, hands on learning activities, and technological aids (smart boards, computers)
- Keep a detailed account of student progress including pictures, portfolios notes and competency levels.
- Teaching note-taking, studying, planning, organization, research methods, and other effective learning skills
- Helping students to set goals for themselves and motivating them to achieve those goals with praise and rewards
- Creating, conducting, and grading realistic practice tests and providing feedback on student performance
- Distributing informative study guides and other teaching materials
- Operating computers, printers, smartboards, and other equipment
- Keeping the learning nest and any other area where learning is happening neat and organized
- Providing and ordering supplies.
- Participate in preparing individual education plans for youth.
- Find and practice creative ways to deal with challenging learning situations.
- Provide direct classroom and behavior management and techniques to enhance positive student interaction and learning
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional growth and development.
- Organize extracurricular activities ie. cultural and sporting activities, when required.
- Interact with any school boards and First Nation educational departments, respecting jurisdiction and care.
- Schedule meetings with parents, caregivers and Nimkee staff.
- Other duties as assigned.

QUALIFICATIONS & APPROACH

- At least two years working in a school setting/tutoring.
- Knowledge and appreciation for indigenous culture.
- Teacher certification ideal and current registration with Ontario College of Teachers.
- Indigenous Education Assistant program, Education Assistant Program with several years of experience would be considered.
- Knowledge of exceptionalities and customized education for indigenous people.
- Excellent written and oral communication
- Indigenous candidates preferred under Sec. 24 of the OHRC.

Character:

- Our tutor will emphasize caring, knowledgeable and achievement-orientated, with a passion for helping students succeed.
- Our tutor will recognize and support building a positive rapport with students.
- Our tutor will be a leader in infusing culture into the educational program.

CONDITIONS OF EMPLOYMENT

- a. Satisfactory Vulnerable Sector clearance
- b. Must possess a valid Standard First Aid/CPR Certificate or be willing to obtain certification;
- c. Ability to work flexible hours as determined by Director of Care
- d. Must possess a valid Driver's License and have access to a reliable personal vehicle;
- e. Must complete a medical and receive the required immunizations as recommended by the local medical officer of health.
- f. Must satisfy all the mandatory requirements of training with the position.

TIME/DURATION:

The tutor will work from 12:30 pm – 4:30 pm daily through the summer months, with possibility of extension.

RATE OF PAY:

Salary Range- \$30.00- \$32.50/per hour

Applicants must submit a resume, cover letter, copies of credentials, and any relevant certifications by Monday, June 20th at 12:00 pm to the attention of:

Mindy McMillan
HR Administrator
Nimkee Nupigawagan Healing Centre Inc.
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