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**Mastering Mathematics In-Person Numeracy Tutor – Role Description**

**Purpose:** This position supports the Learning Disabilities Association of Halton-Hamilton’s numeracy intervention program for children and youth with difficulties in mathematics. This numeracy program is designed to help children in grades 1-10 gain confidence and shift their mindset towards mathematics so that they can achieve academic success. This is a paid position that will strengthen the portfolio of teachers interested in special education. This position is responsible for working with children in small groups (3:1) in-person at one or both of our locations and/or online via Microsoft Teams for one hour, twice per week for 10 weeks. Tutors will use a multi-sensory approach to teaching mathematics and focus on the fundamentals of mathematics: number sense and numeration, patterning and algebra and mathematical application to close gaps according to the needs of each child. **21 hours of training (valued at $450) will be provided and is mandatory for ALL tutors. Tutors must complete training on their own time before January 3rd.**

**Responsibilities: -**Use numeracy assessment data to determine the child's area of need and consult the scope and sequence as well as the program consultant to determine where to begin

-Plan and create numeracy lessons that allow the children to learn with manipulatives with support from the program consultant

-Deliver math manipulative kits to each student prior to the start of the program if needed

-Work with the child to develop a belief that they can do math

-Communicate with the child and parent(s) throughout the program, based on the child’s interests and progress throughout the program

-Emphasize the child’s successes and help them to reflect on their achievements after every session

-Establish a positive learning environment, providing regular positive feedback on the student’s progress to instill self‐motivation and confidence towards learning math.

-Complete a communication log after each tutoring session to track the children’s progress and needs that can be shared with parents

-Communicate with the children’s parents on their progress and suggest strategies that can be implemented at home to reinforce the targeted skills and program goals.

-Meet with the program coordinator to discuss assessments, progress and next steps as required. **This may occur outside of regularly scheduled program hours if appropriate.**

-Assist the program coordinator as needed

**The Mastering Mathematics program will be offered in-person, as well as online. Tutors must have reliable transportation and/or secure high-speed internet access, a laptop, a microphone, speakers and a webcam. Headphones are recommended.**

## Length of Appointment:

\*No classes will run on statutory holidays or school breaks.

You will be working with your group of students for **10-weeks.** The program will run twice a week for one hour per night on Mondays/Wednesdays and Tuesdays/Thursdays between 4-8 PM. There is potential for you to increase your hours by working with more than one group each week.

**Fall session: Begins the week of Januray 3rd and ends the week of Match 11th.**

**Time Commitment: -At least 2 hours** for program time (times are set as below, but days may vary M/W OR Tu/Th), **plus 30 minutes of planning time outside of program hours**, when it is convenient for you.   
**-Groups are created based on pre-assessment data. Classes are generally between the hours of 4-8 PM Monday through Thursday.**

-Mandatory Multisensory Math Training session (approximately 21 hours) valued at $450. *Completed on the tutor’s own time before January 3rd, 2021.*

**Our Ideal Canidate:**  - Can work in-person (at either or both locations)

- Has a passion for numeracy

- Can support our older students (grade 6-10)

**Qualifications:** Eligible candidates for the Numeracy Tutor position have:   
- previous experience in an education setting

- a current **Ontario Certified Teacher (OCT)** certificate, and are in good standing with the college OR are working towards obtaining this qualification (e.g., in Teacher’s College) is an asset

-ability to teach up to grade 10 mathematics is considered an asset

-Previous experience working with children and/or youth in an online setting is an asset, but not required.

-Previous experience working with individuals with learning disabilities is an asset, but not required

-Previous experience with Microsoft Teams an asset, but not required

**Skills/Qualities:** Eligible candidates should demonstrate:

* Excellent verbal and written communication skills
* Patient, compassionate, and respectful
* Trustworthy, responsible, reliable, and punctual
* Enthusiasm and positivity
* Ability to problem solve and be adaptable
* Able to work independently and as part of a team

**Benefits:** Will develop and enhance skills related to:

* Teaching online
* Individualized numeracy program development
* Working with children/youth
* Creativity
* Interpersonal communication
* Increased knowledge of Learning Disabilities and/or AD(H)D
* Gaining valuable work related experience while making a difference in a child’s life

**Compensation:**  **$25/hour for 1 hour of program time + 30 minutes of paid planning time for each group of students each week**

**Support Provided:** Mandatory training for this position will be provided. A multisensory math approach will be explained, and the tutor will have the support of the program consultant. A suggested scope and sequence will be provided.

**Reports to:** Program Manager or designated LDAHH staff

**To Apply please send an updated resume and cover letter to Brittini Ogden at** [**info@ldahh.ca**](mailto:info@ldahh.ca)