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Mastering Mathematics Online 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) via Microsoft Teams and/or in-person at one or both of our locations 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 October 4th.**

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 online and in-person. 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 October 4th and ends the week of December 10th.

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 October 4th, 2021.

Qualifications: Eligible candidates for the Online Numeracy Tutor position have:
-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)
-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 Samantha Sweet at info@ldahh.ca