

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

### Tutor – Matawa Education and Care Centre

## **PURPOSE OF THE POSITION**

The Matawa Education and Care Centre (MECC) **Tutor** supports Matawa students in completing academic tasks and assignments during after-hours and weekends. The **Tutor** provides additional instruction and student support in a variety of subject areas, and assists the MECC teaching staff with the on-going assessment and evaluation of students. The **Tutor** is a member in good standing with the Ontario College of Teachers with qualifications in English, Mathematics, and/or Science at the Intermediate/Senior level, and has expertise or experience in alternative education, Aboriginal education and/or Cooperative Education. As a member of the MECC team, the **Tutor** supports students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs.

## **SCOPE**

As a highly skilled and motivated professional who possesses specialized knowledge and expertise, the **Tutor** utilizes their experience and expertise to ensure Matawa students gain the understanding of concepts being learned in their courses. The **Tutor** will use current and effective tutoring and teaching of First Nations students practices.

The **Tutor** will collaborate with MECC teachers in determining areas of strength and improvement needed for each student and each subject taken by the student. The **Tutor** will provide feedback on progress to the student and the MECC teachers, as well as Education Counsellors, Education Directors/Authorities as required.

The MECC is a dynamic school which continuously evolves to meet the academic needs of its students and other Matawa First Nation learners. The **Tutor** works effectively in a team setting, which may include other members of the Matawa Education Department, the Matawa Regional Advisory Committee on Education, parents and Matawa First Nations political leadership. In addition, the **Tutor** develops and maintains positive relationships with students, parents, student support workers, external organizations, agencies and businesses in creating and sustaining supports and programming for the MECC and its students.

## **RESPONSIBILITIES**

### 1. Academic Student Support

#### Main Activities

- Provide academic support to students for identified programs and courses
- Utilize effective teaching strategies that support student learning and development
- Monitor and evaluate student performance and progress
- Provide on-going support and encouragement to students in their academic work and in their planning for post-secondary (i.e. college, university, trades, work)
- Identify academic levels and needs of students and, where necessary, develop remedial activities and resources to support student success

### 2. Administration

#### Main Activities

- Maintain daily tutoring attendance and other non-academic records as required
- Monitor use of resources with administration to ensure adequate instructional resources are available
- Assist Teachers in preparing student needs assessments on an annual basis
- Prepare and implement a professional learning plan to support excellence in teaching
- Assist in maintaining student records as required by the Principal and Ministry of Education regulation
- Report student progress as required to the Principal, Teachers, students, parents/guardians, and Education Counsellors
- Monitor and implement rewards and/or disciplinary action to support excellence in student performance and behavior
- Liaise and work with parents/guardians and Matawa Education Authorities to support students' academic success

### 3. Leadership

#### Main Activities

- Assist in monitoring and modifying courses and materials as necessary to ensure they meet identified student needs
- Liaise and build relationships with Matawa First Nations
- Advocate for students to ensure individual student academic needs are met
- Ensure assessments and evaluation support student academic growth and the development of effective learning skills and attitudes
- Recommend additional resources to support program development and success for all students
- Develop and enhance relationships with First Nation Education Authorities, parents, and education counsellors (e.g., visit students' home communities)

4. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The **Teacher** must possess the following qualifications and key attributes:

- Current *Certificate of Qualification and Registration* with the Ontario College of Teachers
- A minimum of 3 years successful teaching experience
- Experience as a secondary school teacher in English, Mathematics, and/or Science
- Experience teaching in a First Nation school and/or teaching First Nation students
- Knowledge and experience in developing courses and curriculum, and in utilizing ILC course materials
- Knowledge of First Nation education
- Knowledge of First Nation cultures and life styles
- Knowledge and experience with computer systems (Apple preferred)

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent written, verbal, interpersonal, presentation, and analytical skills
- Demonstrated instructional skills in a multi-grade setting
- An ability to explain difficult concepts in a way that any student will understand
- Demonstrated leadership skills and initiative
- A valid Ontario Driver's License

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of **Tutor**. The incumbent must also demonstrate the following personal attributes:

- Demonstrated initiative in meeting the needs of students in the classroom
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators
- Willingness and ability to travel as required, to both road-accessible and fly-in communities in all weather conditions

## **WORKING CONDITIONS**

### **Physical Demands**

The **Tutor** may have to travel in the community and to Matawa First Nations in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The **Tutor** may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The MECC may be a busy facility. The **Tutor** may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of students and other staff members. The **Tutor** may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The MECC may be noisy and busy, making it difficult for the **Tutor** to concentrate.

### **Mental Demands**

The **Tutor** will have to manage a number of requests and projects at one time. They must be aware of Matawa Education Department business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

**CERTIFICATION**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

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Chief Executive Officer's Signature              Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.