



Idanr • Learning Disabilities Association of Niagara Region

The right to learn, the power to achieve

S.M.A.R.T. Math Program Instructor Winter 2019

The LDANR is presently seeking two candidates to fill the following positions: **Group Instructor and One-on-One Instructor**

Reports to: Math Coordinator

Start date: January 28th, 2019

End date: April 3rd, 2019

Location: Niagara Falls, ON (School TBD)

Time Commitment: 4 hours/week (5:30 – 7:30 pm, every Monday and Wednesday for 8 weeks)

*Please note the program will not run during the weeks of February 18th-22nd, 2019 (Brock University reading week) and March 11th-15th, 2019 (march break).

Rate of Pay: \$17/hour.

Position Summary

S.M.A.R.T. program instructors support the Learning Disabilities Association of Niagara Region (LDANR)'s numeracy program for children in Grades 4, 5, and 6 who are demonstrating math difficulties due to a potential learning disability. This position is designed to motivate and help children gain confidence and academic success in their math skills. It is also designed to help volunteers gain knowledge and experience in working with children who experience difficulties learning essential numeracy skills because of a learning disability. Therefore, this position is responsible for assisting in the coordination, safety, delivery, and supervision of the *S.M.A.R.T.* program.

Responsibilities

(1) The Group Instructor will:

- Support the Math Coordinator to implement and deliver the *S.M.A.R.T.* program;
- Implement an interactive whole group activity to target math anxiety and supervise and monitor children rotating through math stations;
- Ensure a smooth and timely transition between activities and math stations;
- Supervise and support the program volunteers who assist by implementing the activity at the stations;
- Ensure each program volunteer provides a positive learning environment to invoke self-motivation as the children develop their math skills;
- Provide regular constructive feedback on the program volunteers' progress;
- Track the volunteers' progress and abilities;
- Regulate program volunteers' attendance (sign-in/out) and children's attendance (sign-in/out);

- Regulate pick-up and drop-off of children, ensuring only authorized adults pick-up the participants;
- Unlock building and/or classroom as well as lock up before and after each session, if required;
- Communicate to volunteers and parents about upcoming LDANR events;
- Be the liaison between the LDANR staff and parents and volunteers;
- Answer questions and concerns of parents/guardians;
- Provide observation notes and parent feedback to the Math Coordinator;
- Report to the Math Coordinator weekly;
- Other duties as required.

(2) The One-on-one Instructor will:

- Support the Math Coordinator to implement and deliver the S.M.A.R.T. program;
- Conduct pre- and post- assessments for each child registered in the S.M.A.R.T. program;
- Work with each child registered in the S.M.A.R.T. program for approximately 10 minutes each week on their area of greatest need;
- Conduct parent information sessions on the first and final nights of program to discuss relevant policies, program information, and LDANR announcements;
- Regulate pick-up and drop-off of children, ensuring only authorized adults pick-up the participants;
- Unlock building and/or classroom as well as lock up before and after each session, if required;
- Communicate to volunteers and parents about upcoming LDANR events;
- Be the liaison between the LDANR staff and parents and volunteers;
- Answer questions and concerns of parents/guardians;
- Provide observation notes and parent feedback to the Math Coordinator;
- Report to the Math Coordinator weekly;
- Other duties as required.

Mandatory Activities

- Attend meetings as necessary
- Attend training sessions
- Responsible for transportation to and from program locations
- Must fill out weekly feedback forms and submit them to the Math Coordinator
- Reporting to Math Coordinator each week
- Filling out Incident/Accident forms when necessary
- Collecting volunteer time sheets

Qualifications and Skills Required

Eligible candidates for the S.M.A.R.T. Program Instructor position include individuals who have earned a post-secondary education or are currently earning a degree and have passed a criminal reference check with vulnerable sector clearance. Additional requirements and assets include:

- Vulnerable Sectors Police Clearance (**required**)

- First Aid and CPR-C (**required**)
- Previous experience working with individuals with learning disabilities and/or children
- Previous experience managing groups of people
- Bachelor of Education or related field an asset, but not required
- Background in Mathematics Education is an asset
- Driver's license is an asset (must have own transportation)

Participants should demonstrate:

- Excellent verbal and written communication skills
- The ability to work independently and as part of a team
- Organization and professionalism
- Assertiveness, responsibility, and reliability
- The ability to meet deadlines within a specified timeframe

Benefits

Will develop skills related to the association

- Understanding the functions and roles of LDANR
- Identifying and utilizing community resources
- Gaining understanding of the issues and needs of the client
- Increased knowledge of Learning Disabilities and AD(H)D

Support Provided

Training for this position will be provided at the orientation session. In addition, the Math Coordinator is available on an ongoing basis to answer questions and provide assistance as needed. The Program Instructor will have full access to our resource library/center for resources, tools, games, etc. that would be useful for math sessions. Please note the math program is already designed and the instructor will be responsible for implementing the program effectively.

Application Procedure

Please send a cover letter, resume and the names of three references by email to **Emily Glencross, Math Coordinator** at: mathLdan@cogeco.net. Applications will be accepted until position is filled.

*Along with these, please specify your preferred position (group instructor or one-on-one instructor).

Individuals with a disability requiring accommodation during the application and/or the interview process should advise the above contact so arrangements can be made.

We thank all who apply; however, only those selected for an interview will be contacted. No phone calls please. For more information about LDANR, please refer to our website www.LDANiagara.org