

Tutor – Literacy & Numeracy – Contract Position

About the Lower Mainland Down Syndrome Society....

The Lower Mainland Down Syndrome Society is a not for profit society, established in 1989. Our members believe that individuals with Down syndrome are capable of full participation in society and should be given the opportunity to develop their potential.

To make this mission come to life, the Lower Mainland Down Syndrome Society aims to:

- Provide information, support, and resources to individuals with Down Syndrome in BC and their families
- Provide information about Down Syndrome and resources to people and organizations who support individuals with Down Syndrome and their families
- Advocate that governments and appropriate agencies provide the special resources often needed by individuals with Down Syndrome and their families
- Lobby for appropriate educational, vocational, and social opportunities
- Support families and increase public awareness
- Network with other organizations and individuals

PURPOSE OF ROLE

- Provide support to individuals with Down Syndrome (K – 6 capabilities) to enhance their literacy and numeracy capabilities
- Tutoring will take place in a classroom environment either one on one with individuals or groups not exceeding 5 participants
- The program is intended to run September – June, 2 -3 days per week, 1.5 hours per session, 1 hour preparation time per week. No classes will take place on Stat holidays or Spring Break. Summer sessions will be available based on demand
- Position reports directly to the General Manager with a dotted line to the LMDSS Board of Directors

ACCOUNTABILITIES

- Develop and implement curriculum to support the individualized reading and math goals of each Student
- Define long and short term goals ensuring they are aligned with desired outcomes
- Provide Student with written report on their progress at end of each block
- Copies of written reports for students and their families will be kept by LMDSS with a quarterly report provided to the General Manager and Board
- Direct any questions, concerns, queries immediately to the General Manager
- Inform General Manager and Student if unable to attend tutoring session so alternative arrangements can be made – including rescheduling the session

SKILLS/QUALIFICATIONS

- Background in Education or currently pursuing a career in Education
- Excellent command of English language, both written and oral
- Competent in areas of reading, writing and math
- Proficient in the use of technology (PCs/iPads) as a learning tool
- Working knowledge of Microsoft Word, Excel & Power Point
- Knowledge of current curriculums and teaching techniques
- Able to relate to diverse groups of people and sustain relationship/rapport – specifically patience, a positive attitude, sense of humour, non-judgemental
- Ability to set boundaries
- Adaptable and flexible based on a given situation
- A Criminal Record Check will be required prior to employment commencement

OTHER INFORMATION

- With approval from the Board of Directors may attend any relevant workshops – mileage and expenses billed to LMDSS

Please submit your CV and cover letter to the Attention of Theresa Preston, General Manager LMDSS

#201, 13281 72nd Avenue, Surrey, BC V3W 2N5

Phone (604) 591-2722 | Fax (604) 591-2730

Email info@lmdss.com