

Position: Online Mathematics Tutor for Homework Support through the Nova Scotia Homework Hub

EECD is seeking to contract with qualified individuals for real-time online tutoring to Grades 9-12 mathematics students in English and/or French for the 2018-19 school year. Tutors are required to have teacher certification in Nova Scotia or be in the second year of preservice training at a recognized Nova Scotia post-secondary teacher training institution. Preference will be given to recent experience in intermediate or senior mathematics instruction. It is imperative that applicants are competent and comfortable with technology.

Key Elements:

- tutors will provide expert math homework help to students in grades 9-12 in a safe and secure online chat environment
- tutors will make every effort to address the learning style of the student
- unilingual (English) and bilingual (French and English) tutors are required
- tutors will develop conceptual understanding with students
- tutors are available from Sunday to Thursday up to June exams during the hours of 5:30pm to 9:30pm ADT. Homework Hub will not be open on holidays outlined in the Provincial School Calendar.
- all tutors are required to work a minimum of 6 hours per week (these do not need to be consecutive) up to a maximum of 14 hours per week. (Public school classroom teachers may not tutor for more than 8 hours.)
- selection interview and training may take place in person, over the phone and/or via the Internet
- paid training will take place prior to beginning tutoring
- tutors will work remotely during scheduled shifts as designated by the Homework Hub coordinator
- tutors will report to the Homework Hub Coordinator
- start date and training dates to be determined

Applicants to provide online tutoring must have:

- Nova Scotia teacher's license or be in the second year of preservice training at a recognized Nova Scotia post-secondary teacher training institution
- must be familiar with, and have taught the current Nova Scotia mathematics curriculum at the high school level
- desirable to have a minimum 3 years of experience teaching mathematics
- education in mathematics e.g. BA or BSc in Mathematics
- able to utilize a variety of teaching/learning strategies online to meet student needs
- understanding of individual student strengths and abilities and how to address these to support mathematics learning
- comfortable and efficient while working online

- tutors must have a **high speed internet** connection and use of a computer with a current operating system during their scheduled shift. Tutoring laptop and ethernet cable will be provided but must be wired in.
- strong and effective communication, questioning and coaching skills
- high comfort level with online chat environments
- tutoring experience and online teaching an asset

Preference will be given to those applicants who:

- Have demonstrated experience in teaching in an online or blended learning environment
- Have demonstrated experience with screen casting
- Have strong background education and experience in teaching mathematics in a classroom (practicum) setting
- Are capable of tutoring all courses and levels

All applicants must provide:

1. cover letter
2. completed application form

Please contact me at the email below with questions or for additional information.

Nancy.Fournier@novascotia.ca

Email your application, naming it *yourname_application_mathtutor* to:

Nancy Fournier

Nancy.Fournier@novascotia.ca

Deadline July 9th 2018 at 4:00

Online Tutor Application Form

Section 1			
Name:			
Teacher License Number or date of expected graduation with a BEd:			Class:
Address:			
Postal Code:			
Telephone:			e-mail:
Indicate your highest level of education:			
Bachelor	Masters	Doctorate	
Fluent in English: written ___ oral _____			
Fluent in French: written ___ oral _____			
Years teaching mathematics:			Last year you taught mathematics:
If currently an undergraduate student name of University you are attending:			
Mathematics training/education:			
Online teaching experience:			

If you are not currently employed with a Nova Scotia School Board, the applicant must undertake a background search through the child and sexual abuse registry.

Provide the names of two references. At least one reference must be an academic reference:

Name:	Telephone:
Address:	Email:
Name:	Telephone
Address:	Email:

Section 2

Applicants must prepare a tutor's response to help a student correctly understand how to answer the sample question that follows.

Please use the following area to write your response (you may insert more space). Keep in mind that this is in an online whiteboard environment. If applying for a bilingual position, please respond in French. Alternatively, please send a video or screencast response.

Question 1

Please answer a, b, and c if you wish to tutor all grade levels.

If you prefer Grades 9-10, please answer a. If you prefer Grades 10-11, please answer b, and if you prefer IB and 11-12, please answer b and c.

- a) Explain how you would tutor a student that comes for a tutoring session saying that they do not understand anything about simplifying polynomials or the degree of a polynomial, but does not have any specific questions prepared.

- b) Explain how you would tutor a student who is unfamiliar with the Ambiguous Case and has not prepared a sample question.

- c) A student has the following question that they want help with on a homework assignment. Explain how you will help them, keeping in mind that the teacher might be marking this assignment.
Consider the function $f(x) = x^2 + x - 6$. What are the equations of the vertical asymptotes for the graph of $y = \frac{1}{f(x)}$.

Section 3

1) Please paste a screen capture of your download and upload speed from www.speedtest.net :

2) Please provide your availability to work.

	Sunday	Monday	Tuesday	Wednesday	Thursday
5:30-6:30					
6:30-7:30					
7:30-8:30					
8:30-9:30					

3) What are your expectations for the number of hours to work weekly?

Please submit this application, along with your cover letter and resume to:

Nancy Fournier
Nancy.Fournier@novascotia.ca

Email your application, using the following format in the subject line:
yourname_application_mathtutor

For example: NancyFournier_application_mathtutor

Failure to use this format in the subject line may result in your application not being received.

Deadline July 9th 2018 at 4:00

Applicants will be contacted if selected for an interview.