



Career Opportunity

S 22-23-11 – Postsecondary Students and Graduates

Tutoring Supports Program November 2022-March 2023

Internal / External

**The Hamilton-Wentworth Catholic District School Board *Believing,
Achieving, Serving***

Since 1855, schools within the Hamilton-Wentworth Catholic District School Board have given witness to the truth that Jesus Christ is the foundation and the heart of Catholic Education and the centre of its community. The Hamilton-Wentworth Catholic District School Board provides academic and cocurricular excellence within a Christ centered learning environment to almost 30,000 Kindergarten – Grade 12 students at 56 schools throughout the city of Hamilton. Central to our vibrant and student focused system, is our vision of the child as uniquely created in the image of God. This commitment is expressed and realized in our Mission which is:

“In union with our Bishop, is to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.”

The Hamilton-Wentworth Catholic District School Board is committed to creating an appropriate and challenging learning environment:

- in which members of the school community exemplify the teachings of Jesus Christ;
- which reflects Gospel values and responsible use of human, financial and natural resources; and, which promotes academic and co-curricular excellence.

DESCRIPTION:

The Hamilton-Wentworth Catholic District School Board (HWCDSD), through the Ministry of Education’s Learning Recovery Plan in response to the COVID-19 pandemic, is funding the Tutoring Supports Program. Secondary schools will expand their current offerings to students with special education needs who have experienced learning loss due to the pandemic by providing evidence-based supports and interventions through the use of tutors to support students with special education needs. In addition to current supports in schools, the successful applicants will tutor HWCDSD students in Grade 9-12 in assistive technology utilization, executive function skills and academic skill acquisition for students with Individual Education Plans (IEPs) to support the best learning outcomes for students with Learning Disabilities, Mild Intellectual Disabilities, Behaviour Exceptionalities, and those with IEPs who do not meet criteria to be identified through IPRC as exceptional. Training will be provided in this area. Each secondary special education team would utilize the support of 2 tutors to support students with special education needs.

QUALIFICATIONS:

- A commitment to place Christ and the teachings of the Catholic Church at the centre of the HWCDSD;
- Knowledge and skills to support students in literacy, numeracy, foundational learning skills, etc.;
- ONTARIO postsecondary institution graduate.
- Attendance at appropriate training sessions as required; and,
- Excellent computer skills and knowledge would be preferred.
- Valid Hamilton Police Service Vulnerable Sector Check required.

SALARY AND HOURS: \$17.50/hour (29 hours per week, for 12 weeks from December 2022 to March 2023).

LOCATION: Various locations (Secondary Schools).

LAST DATE FOR CONSIDERATION: Tuesday, November 29 2022 at 4:00 pm.

Please Note: Attendance at the training session is required. Date/Time TBD.

Please submit your resume/CV and other required documentation to careers@hwcdsb.ca.

Please include the full posting title within the subject line and attach your submission (**one attachment**).

The HWCDSB is also an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We also recognize our duty to accommodate and foster a culture of inclusion. We will provide accommodations during the hiring process. If an accommodation is required, please inform the Human Resources Team or Hiring Manager in advance of any part of the process. All information received relating to a candidate's required accommodation will be addressed confidentially.

Hamilton-Wentworth Catholic District School Board (HWCDSB) is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of students and our community. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to: * First Nations, Métis and Inuit peoples, and all other Indigenous peoples; * members of groups that commonly experience discrimination due to race, ancestry, colour or place of origin; * persons with visible and/or invisible (physical and/or mental) disabilities.

In our efforts to ensure an inclusive, diverse and representative workforce, HWCDSB will:

- value, promote and encourage the hiring of staff from under-represented communities; and,
- value applicants' additional experiences, lived experience, skills, backgrounds and perspectives
- collect voluntary self-identification data from applicants in accordance with the Ontario Human Rights Code, HWCDSB's Teacher Hiring Practices Administrative Procedures, and Ontario's Anti-Racism Data Standards: Where the required skills, ability and qualifications of candidates are relatively equal, candidates who self-identify as a member of one or more under-represented groups may be selected.



Hamilton-Wentworth Catholic Schools
Believing, Achieving, Serving

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TUTORING SUPPORTS PROGRAM STUDENT APPLICATION FOR EMPLOYMENT (please attach a current resume)

SECTION A – PERSONAL (Please Print)				
SURNAME		GIVEN NAME(S)		
HOME ADDRESS (Street, Apt. #, City, Postal Code)		TEMPORARY ADDRESS (If applicable)		
HOME TELEPHONE NUMBER		TEMPORARY/CELL TELEPHONE NUMBER/E-MAIL ADDRESS		
<p>HOW LONG HAVE YOU LIVED AT THE ABOVE ADDRESS? _____</p> <p>ARE LEGALLY ENTITLED TO WORK IN CANADA? YES _____ NO _____</p> <p>HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE FOR WHICH YOU HAVE NOT RECEIVED A PARDON? YES ___ NO ___ _____</p>				
SECTION B – PLEASE BE SPECIFIC				
<p>POSITION APPLIED FOR – TUTOR GR 11/12 STUDENT _____ UNIVERSITY/COLLEGE STUDENT _____</p> <p>HAVE YOU EVER BEEN EMPLOYED BY THIS BOARD BEFORE? _____</p> <p>DATE AVAILABLE TO START: _____</p> <p>PREFERENCES FOR TUTORING SUPPORTS PROGRAM (CHECK ALL THAT APPLY TO YOU):</p> <p>SECONDARY</p> <p>GRADES 9-10 _____ GRADES 11-12 _____</p> <p>FULL TIME _____ PART TIME _____</p> <p>IF HIRED, DO YOU HAVE A RELIABLE MEANS OF TRANSPORTATION? _____</p>				
SECTION C – EDUCATIONAL BACKGROUND				
NAME OF SCHOOL	FROM	TO	GRADUATED/COMPLETED	COURSE OR MAJOR
SECONDARY			<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE/UNIVERSITY			<input type="checkbox"/> YES <input type="checkbox"/> NO	
CERTIFICATES (i.e. Business or Trade)			<input type="checkbox"/> YES <input type="checkbox"/> NO	

CORRESPONDENCE OR NIGHT SCHOOL			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
OTHER			<input type="checkbox"/> YES	<input type="checkbox"/> NO	

SECTION D – EMPLOYMENT HISTORY (List in order, last or present employment first)				
DATES		POSITION HELD (Describe in detail the work you did.)	REASON FOR LEAVING	
FROM	TO			
FROM	TO			
FROM	TO			
FROM	TO			

SECTION E – PERSONAL REFERENCES		
Provide the names and contact information of three (3) individuals (not former employees or relatives) who would provide a personal reference.		
NAME AND OCCUPATION	ADDRESS	TELEPHONE NUMBER

I hereby certify that the information given in this application is true, correct and complete in every aspect.

I understand that misrepresentation or omission of information supplied in this and other attached forms may be cause for immediate dismissal from the Board’s service. I also understand that my statements of employment and personal history may be thoroughly investigated, and I hereby authorize such investigation, and further, authorize any third party to provide the Hamilton- Wentworth Catholic District School Board with any information requested.

Signature

Date

Authorization for the collection and maintenance of this information is the Education Act, S. 171 (1) 3. Users of this information are Administrative Officers. This application form documents the qualifications and other pertinent information required for a position with the Hamilton-Wentworth Catholic District School Board. Contact person about

the collection of this information is the Administrator of Human Resources at the address or telephone number that appears on this form.