



ELEPHANT THOUGHTS
EDUCATION FOR A CHANGING WORLD

POSITION DESCRIPTION

TITLE: Teacher/Tutor – Northern Programs

COMPANY Elephant Thoughts

DEPARTMENT: Indigenous School Programs

SUMMARY OF OVERALL ROLE AND RESPONSIBILITIES

1. Teach science and/or math, in English and/or French, as required.
2. Assist in the preparation of teaching/tutoring programs to deliver
3. Report weekly to head office in the format specified.
4. Promote the mission and initiatives of Elephant Thoughts.

SPECIFIC DUTIES

1. Teach and tutor students in your designated subjects virtually and/or in-school	2. Assist in the preparation of tutoring materials and lessons throughout the program
3. Travel to and between Indigenous communities to deliver academic support programs	4. Attend ET head office for training
5. Attend ET head office to prepare equipment and make inventory using provided packing lists to deliver specified programs	6. Use your creativity to devise ways of increasing tutoring program participation and effectiveness.
7. Submit weekly reports in required format to ET head office.	8. Give training to new teachers of programs on site or at ET head office as may be required
9. Assist other instructors when downtime permits.	10. Deliver programs to the highest teaching standards and in accordance with the ET Teachers Code of Conduct. Report any quality deficiencies
11. Take final inventory of program equipment against packing lists to ensure the return of all equipment to ET	12. Ensure all participants in ET programs are aware of the ET brand, mission and initiatives. Distribute ET literature as appropriate.

Elephant Thoughts has a smoke-free, perfume-free, drug-free work, living and travel environment.

REPORTS TO: Marni Sandell, Director of Education

KNOWLEDGE AND/OR SKILLS ESSENTIAL

Teaching/tutoring experience, preferably in Math and/or Science
Excellent oral and written English and/or French and/or Indigenous language(s)
Good presentation skills.
Intermediate computer ability with MS Office, Powerpoint
Advanced Internet research skills, email skills.
Able to lift up to 50 lbs. boxes on wheels
Ability to engage and motivate others.
Flexible, energetic, team player,
Punctual, reliable, open to new experiences, continuous learner.
Experience in a multilingual, multicultural environment.
Cultural sensitivity
Problem solver, takes initiative, positive outlook.
Valid Canadian driver's license and ability to drive long distances on remote roads
Current police clearance report with attention to vulnerable sector screening
Available to travel to and between Northern Communities
Adaptable to living conditions in remote Canadian communities
Be in good health

KNOWLEDGE AND/OR SKILLS DESIRABLE:

Teaching certificate
Experience teaching children of various backgrounds
Experience teaching children with special needs
Able to market ideas and support for education foundation

MINIMUM PERFORMANCE STANDARDS

Ability to write reports.