



## Cultural Academic Enrichment Program (CAEP)

### PEER TUTOR

The Cultural and Academic Enrichment Program (CAEP) represents a dynamic and positive supplementary education program. The Black Educators Association through the Regional Educator's Program and the Education Committees in partnership with the Department of Education and Early Childhood Development (DOEECD) have developed the CAEP as a pro-active, multi-purpose, peer tutoring program for African Canadian elementary and secondary school students. The program provides programming focused on cultural awareness, knowledge of self and community, basic and academic skills (with specific emphasis on math and reading) and encourages parental involvement, in a loving, caring and effective environment.

Reporting to the Site Coordinator (SC), the Peer Tutor is an active member of the CAEP team and plays a critical role in providing a safe, fun, positive learning (educational) environment, enriched with cultural programming that is accessible to all interested students. The Peer Tutor is a dedicated, understanding, affirming, patient, trustworthy and empathetic partner in the success of students who participate in the program.

#### **Responsibilities:**

- Act as a contributing member of the CAEP team
- Act as a general tutor in all subject areas, with a focus on math and literacy for students in grades P-12
- Engage and develop working relationships with students in one-on-one and small group settings
- Foster the desire and/or motivation to learn
  - Implement a structured lesson plan for small and mixed-groupings of students (i.e. with varying degrees of abilities)
  - Carry out "targeted instruction" addressing the unique "skills gaps" of students in the group
  - Report student achievement and progress to the SC
  - Cultivate relationships with parent(s)/guardian(s)
  - Utilize and promote educational resources and software packages (training provided)
- Assist in the planning, coordination, and execution of cultural activities
- Assist in the implementation of special events (i.e. Spelling BEEs, African Heritage Month activities)
- Assist in student recruitment when needed
- Attend tutor training sessions
- Must be flexible with schedule; normal work hours on weekdays, and additional hours may be required for special events

**Qualifications:**

- Age 16+
- Enrolled in a secondary school, maintaining a minimum average of 75%
- Strong skills and conceptual understanding of literacy and math
- Enthusiastic and culturally-competent attitude toward working with African Nova Scotian (ANS) students
- Experience working with children and youth, parents, and community groups
- Ability to lead and work in small groups
- Excellent listening skills
- Strong communication, interpersonal and organizational skills
- Ability to work effectively as a member of a team and work with individuals from culturally diverse backgrounds with a range of skills and experiences; must be a team player
- Ability to organize materials and data
- Ability to deal with conflict/difficult situations;
- Sound problem solving and negotiation skills
- Possess good computer skills and the ability to work with web-based software
- Knowledge of ANS communities and organizations
- Being a member of the ANS community would be considered an asset
- Of African ancestry where possible

Start Date: As soon as possible

Locations: Bridgewater  
6 hours /week,

Deadline: January 27, 2017

*Please fax/email resume and cover letter for this position*

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*Fax: (902) 679-6181 or Email: [regedsecretary@ns.sympatico.ca](mailto:regedsecretary@ns.sympatico.ca)*

*\*Only candidates selected for an interview will be contacted*