



## Cultural Academic Enrichment Program (CAEP)

### Teacher- Job Description

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The Cultural and Academic Enrichment Program (CAEP) represents a dynamic and positive supplementary education program. The Black Educators Association (BEA) through the Regional Educator's Program and the Education Committees (in partnership with the Department of Education and Early Childhood Development), 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). We strongly encourage parental involvement. Programs are held in a loving, caring and effective learning environment.

The Teacher has three primary responsibilities:

- Providing curriculum leadership
- Conducting assessments
- Monitoring student progress

Reporting to the Site Coordinator (SC), the **Teacher** will work collaboratively at one of the CAEP sites with the SC and the tutors, to ensure that information reported on/provided by schools (including provincial report cards), is used to develop individualized programming for each student attending the program. The Teacher conducts on-site assessments and recommends instructional strategies, and suggests next steps to help foster student achievement. The Teacher is to assist the SC and program staff to facilitate and develop "targeted" instruction to address student "skills gaps", particularly in the areas of literacy. The Teacher works as a member of the CAEP team and plays a key role to create a safe, fun, positive learning (educational) environment, enriched with cultural programming that is accessible to all interested students.

#### **Responsibilities:**

- Act as a contributing member of the CAEP team
- Lead assessment, monitoring and evaluation of students
- Recommend instructional strategies that target specific areas and next steps to move students along their learning continuum especially in the area of language acquisition and mathematics
- Assist in the interpretation of student assessment results
- Identify "skills gaps" of students and plan "targeted" instruction
- Form individualized and small group programming to address "skills gaps" for all assessments conducted
- Follow-up with tutors to discuss recommended next steps
- Collaborate with the SC and Tutors in the development and delivery of lesson plans and activities; act as a resource to the CAEP program
- Conduct instruction to students one-on-one and in small group settings
- Provide on-site training of program staff as needed
- Participate in the planning and coordination of cultural activities
- Participate in special events (i.e. Spelling BEEs, African Heritage Month activities)
- Attend program training sessions
- Must have some flexibility with schedule during evenings and weekends for teacher/parent meetings, special events and training

# Teacher Cont'd

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- Attend the annual Professional Development Weekend held in October and the annual REP Provincial Spelling BEE held in May
- Perform other related duties as required

## **Qualifications:**

- Bachelors Degree in Education
- Demonstrated experience in the enhancement of literacy and math skills would be considered an asset
- Demonstrated work experience with the Provincial Education System and its supports
- Knowledge of African Nova Scotian (ANS) communities, organizations and issues facing ANS families, children and youth
- Understanding of the mission of the BEA, its services and resources
- Enthusiastic and culturally-competent attitude toward working with ANS students and their parent(s)/guardian(s); demonstrated ability to collaborate
- Demonstrated experience in educational program planning/development and delivery
- Exceptional skills in facilitation, and group dynamics; ability to motivate and select small teams
- Familiarity with various learning styles and modalities and a range of instructional approaches, including the use of computer/web-based software
- Excellent and proven communication, leadership, and interpersonal skills
- Ability to work effectively with staff and volunteers from culturally diverse backgrounds with ranges of skills and experience; must be a team player
- High degree of inter-cultural competencies (dynamics, relationships, social constructs); knowledge of theoretical concepts and frameworks of racism, power and privilege and cross-cultural competences; their effects on the relationship between ANS and mainstream populations
- Outstanding problem solving and negotiation skills
- Proficiency with literacy and numeracy
- Of African ancestry where possible

**The contractor must attend the annual PD Weekend held in October 23 to October 25, 2020 or November 27 – 29, 2020 virtually and agrees to voluntarily attend the annual REP Provincial Spelling BEE held on May 8, 2021. Programming will be delivered mostly virtually for the first term and possibly some limited face-to-face. You must be willing and available to deliver both options.**

Start Date: January 4th, 2020

Location: Halifax (Mostly Virtual)

Salary: \$35 per hour

Deadline: (4:00pm) December 18th, 2020

Please fax or email your resume and cover letter to one of the following contacts listed below:

Black Educators Association

2136 Gottingen Street

Halifax, NS B3K 3B3

Fax: (902) 424-0636 Email: [roger.johnson@bea-ns.ca](mailto:roger.johnson@bea-ns.ca)

\*Only candidates selected for an interview will be contacted