



## International Education "Private Teacher" and/or "Tutor" Information & Job Description

### Position Description:

To provide, outside of regular school hours, individual academic tutoring to international students through the Upper Canada Leger Centre for Education and Training (UCLCET). The private teachers/tutors will assist students to acquire new skills or improve academic achievement by meeting with them on a set schedule (2-4 hours per week depending on parental direction). The total eligible instruction hours will be set in advance and the allotted hours cannot be exceeded due to funding restrictions.

Private Teachers must be certified teachers qualified to teach in Ontario. They will clarify learning objectives and provide structured learning sessions in order to prepare the student for post secondary education in Canada.

Tutors will work on study skills which may include: reviewing class material, discussing the text, predicting test questions, formulating ideas for papers, or working on solutions to problems.

### Responsibilities:

- Establish and maintain rapport with assigned student(s).
- Maintain and submit to UCLCET regular and accurate records of instructional sessions.
- Notify the student or homestay family, as soon as possible, if you cannot keep your tutor appointment(s), preferably with at least 24 hours notice.
- Assist student(s) to develop positive attitudes, self-confidence and a better understanding of specific subject material.
- Submit monthly invoice.

### Qualifications and Remuneration: (includes prep time and 40 kms of travel)

- Private Teacher qualified to teach in Ontario – flat rate of \$25 per instructional hour
- Tutor with tutoring/coaching/instructional experience - flat rate of \$20 per instructional hour

Private Teachers and Tutors are not employees of the Upper Canada Leger Centre for Education and Training and are paid by contract on a monthly basis based on submitting an invoice (sample will be provided once a match is made).

It is anticipated that the assigned student would be located within 20 kms. of the teachers/tutor's home base. In exceptional circumstances, if a student is further than 20 km., mileage would be paid at the rate of \$.46 per km. after the initial 40 kms.

Private Teachers / Tutors will be assigned according to parental request, student need and teacher/tutor availability. UCLCET does not guarantee a minimum number of work hours.

### **Application Process:**

Please submit the following directly to the

#### **Upper Canada Leger Centre for Education and Training**

2 Belmont Street  
Cornwall, ON, K6H 4Z1  
Fax: (613) 930-7251  
Email: [international@uclc.ca](mailto:international@uclc.ca)

- A completed Background Information Form (attached) or current resume
- A negative TB test (tuberculosis)\*
- A clean criminal reference check\*

\* Please note that if you are currently employed by the school board you will not need to re-submit a TB test or Police Check as they have it on file.

If you have questions about the position please contact Jennifer Duplain at 613-937-0120 ext 127 toll free: 1-877-875-3437 ext 127 or by e-mail at [jennifer.duplain@uclc.ca](mailto:jennifer.duplain@uclc.ca)



## Private Teacher/ Tutor

### Background Information Form

(or/ submit current resume, if we do not already have one)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_(daytime) \_\_\_\_\_(evening)

Email: \_\_\_\_\_

**Education:** \_\_\_\_\_

If you are a certified teacher would you consider working as a tutor too?

- Yes – (agree to \$20/hr)
- No – Private Teacher only (\$25/hr)

**Relevant Experience:** \_\_\_\_\_

**Schedule:** when are you available for sessions? \_\_\_\_\_

Thank you for your interest and please send completed form to:

**Upper Canada Leger Centre for Education and Training** 2 Belmont Street,  
Cornwall, ON, K6H 4Z1 Fax: (613) 930-7251 Email: [international@uclc.ca](mailto:international@uclc.ca)

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