
Part-Time ELL Tutor – Up to 10 Hours/Week

Schedule of Employment:

- Up to 10 hours per week during the school year (September to June)
- Flexible schedule; after school and evening hours

Start Date:

- Fall 2025

Department:

- External Programs

Location:

- 7660 Clark Drive, Lantzville, BC

Reports to:

- Director External Programs

Wage:

- \$50.00/hour, negotiable, based on experience

Responsibilities:

- Provide one-on-one and small group tutoring sessions for students developing English language skills
- Communicates with parents as needed and schedules tutoring hours
- Support students with reading comprehension, writing, grammar, vocabulary development, and conversational fluency
- Assess language proficiency and tailor lessons to meet individual needs and learning goals
- Assist with coursework, assignments, and exam preparation across subject areas as needed
- Encourage language acquisition through engaging, student-centered activities and materials
- Create a welcoming and supportive learning environment that builds student confidence and communication skills
- Track progress and adjust instructional strategies to support language



development

- Maintain accurate records of tutoring sessions, goals, and student performance
- Collaborate with teachers and learning support staff to align tutoring with

classroom instruction

- Stay current with best practices in ELL instruction and participate in professional development opportunities
- Perform other duties as assigned

Qualifications:

- Bachelor's degree in Education, TESL/TEFL, Linguistics, English, or a related field
- TESL, TEFL, or TESOL certification strongly preferred
- Previous experience working with English language learners, particularly in an academic setting
- Strong understanding of second language acquisition and culturally responsive teaching practices
- Excellent communication, organization, and interpersonal skills
- Patience, empathy, and a student-centered approach to learning
- Ability to explain concepts clearly and adapt to different learning styles and levels
- Familiarity with educational technology and online tutoring platforms is an asset

Criminal Record Check:

Must pass and maintain a clear criminal record check for the purposes of working with children

Application Procedure:

Please submit the following to Alison Strobl at astrobl@aspengroveschool.com:

- Cover letter
- Resume
- Certifications and/or transcripts
- Two reference letters