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**Part-Time Math Tutor – Up to 10 Hours/Week**

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**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:**

- The Director of External programs

**Wage:**

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

**Responsibilities:**

- Provide one-on-one and small group tutoring sessions for students in grades 6-12
- Assist with homework, exam preparation, and skill-building in areas such as pattern recognition, algebra, trigonometry, calculus, and statistics
- Explain complex concepts in an accessible, supportive manner tailored to diverse learning styles
- Foster a positive, encouraging environment that promotes confidence and academic growth
- Track student progress and adjust tutoring strategies to support continual improvement
- Maintain clear records of sessions, attendance, and learning goals
- Communicate and collaborate with faculty and advisors to ensure alignment with curriculum
- Stay current with best practices and participate in relevant training and professional development opportunities
- Perform other duties as assigned



- Is responsible to communicate with parents and students and for scheduling tutoring hours

**Qualifications:**

- Bachelor's degree in Mathematics, Education, or a related field
- Strong proficiency in a range of math skills
- Previous tutoring or teaching experience, preferably with secondary or post-secondary students
- Excellent communication skills and the ability to connect with students from diverse backgrounds
- Patient, empathetic, and passionate about student success
- Skilled at explaining challenging content clearly and creatively
- Dependable and professional, with a high standard of confidentiality
- 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](mailto:astrobl@aspengroveschool.com):

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