

Tutor (Part-time) ~ Job Profile

Job Description:

The Tutor will perform intensive and extensive professional development training services to the assigned clients. This includes delivery to classroom educators from diverse backgrounds. The Tutor should have the flexibility to provide training services within the English speaking Caribbean region on behalf of the company.

We are looking for smart team players with a passion for education, particularly, in the integration of technology into the teaching and learning environment. The ideal candidate must be committed to delivering a high-quality professional development service, and also be interested in understanding various types of clients both public and private sector. This is a challenging and interesting job that provides good career advancement opportunities for the right candidate. The job would be on a contractual basis.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Bachelors degree required, but a Masters degree is preferred.
- Professional certification as teacher preferred.
- Information Technology literate
- Experience in Educational Technology or Information and Communications Technology is an asset.
- Five years relevant work experience preferred.
- Sound knowledge of the education sector.
- Experience in curriculum development is an asset.
- Excellent time management, decision making, and organisation skills.
- Must have strong written and oral communication skills.
- Ability to work under pressure and to deadlines.
- Ability to be deployed to Caribbean region for training.
- A team player able to interact and work in a team environment with associates from diverse backgrounds.



Responsibilities:

- Reports to the Assistant Director (Education).
- Delivers training to clients of diverse backgrounds and levels, primary, secondary and classroom educators and principals.
- Assess participants' coursework and electronic portfolio
- Invigilate final quiz and keeps daily attendance and grade book in electronic form.
- Provide tutorial assistance to participants as necessary
- Performs other duties as assigned by the Director.

Application letters should be accompanied by curriculum vitae with the names and addresses of two (2) referees. There is no fixed deadline; however, applications are reviewed on a bi-monthly basis as need arises.