

Job Description

Job Type: Full-time (7-10 hours a week)

Position Start Date: Immediately

Pay type: Hourly

Number of positions: 1

Tasks

- Ensure compliance with the school's policies and procedures by students & teachers
- Keep track of students' performance
- Review and maintain learning management systems
- Assist with math curriculum development and management
- Administer and grade math tests
- May be required to substitute for an absent math teacher occasionally
- Administer Crowdmark for homework submissions
- Send follow-up emails & reminders

Eligibility

- Proficient in MS Office, Google docs and sheets
- Must be able to work in central Mississauga from 9 am to 3 pm on Saturdays and remotely on Wednesdays
- Must have a functional laptop
- Professional and pleasant demeanor
- Must have an A grade in at least one university level math course
- Above average performance in high school math
- Ability to prioritize, organize and multitask
- Prior experience at an educational institute is an asset

Benefits

- Enhance project management and communication skills
- Strong performance could potentially lead to promotion to managerial roles, a full time position offer and/or bonuses

Contact Email resumes and transcripts (both university and high school) to support@mathproject.education. Indicate the following in email subject line: "High School Administrator position".