The Cultural and Academic Enrichment Program (CAEP) represents a dynamic and positive supplementary education program. The Black Educators Association through the Regional Educator’s Program and the Education Committees in partnership with the Department of Education have developed the CAEP as a pro-active, multi-purpose, peer tutoring program for African Canadian elementary and secondary school students. The program provides programming focused on cultural awareness, knowledge of self and community, basic and academic skills (with specific emphasis on math and reading) and encourages parental involvement, in a loving, caring and effective environment.

The **CAEP Teacher** has three primary responsibilities:

- Providing curriculum leadership
- Conducting assessments
- Monitoring student progress

Reporting to the Site Coordinator, the **CAEP Teacher** will work collaboratively, at one of the 11 Pilot Sites, with the Site Coordinator and the tutors to ensure that information reported on/provided by schools (including provincial report cards), for each program participant/student, is used to develop individualized programming that focuses on skills that need to be reinforced. The CAEP Teacher conducts on-site assessments and recommends instructional strategies and suggests next steps to help foster student achievement. The CAEP Teacher is to assist the Site Coordinator and program staff to facilitate and develop “targeted” instruction to address student “skills gaps”, particularly in the areas of literacy. The CAEP Teacher works as a member of the CAEP team and plays a key role to create a safe, fun, positive learning (educational) environment, enriched with cultural programming that is accessible to all interested students.

**Responsibilities:**

- Act as a contributing member of the CAEP team
- Lead assessment, monitoring and evaluation of students
- Conduct running records during the months of October/November and April/May of the academic school year. The CAEP will use running records to measure children’s reading levels at entry and year end.
- Assist in the interpretation of student assessment results
- Identify “skills gaps” of students and plan “targeted” instruction
- Inform individualized and small group programming to address “skills gaps” for all assessments conducted
- Recommend instructional strategies that target specific areas and next steps to move students along their learning continuum
- Follow-up with tutors to discuss recommended next steps
- Collaborate with Site Coordinators and Tutors in the development and delivery of lesson plans and activities; act as a resource to CAEP program
- Conduct instruction to students in one-on-one and small group settings
- In collaboration with the Site Coordinator, provide on-site training of program staff, as needed
- Participate in the planning and coordination of cultural activities
- Participate in special events (i.e. Spelling BEEs, African Heritage Month activities)
- Attend program training sessions
Must have some flexibility with schedule during evenings and weekends for teacher/parent meetings, special events and training
Perform other related duties as required

Qualifications:

- Bachelor’s Degree in Education
- Some knowledge of Running Records will be an asset
- Demonstrated experience in the enhancement of literacy and math skills would be considered an asset
- Demonstrated work experience with the Provincial Education System and its supports
- Knowledge of African Nova Scotian communities, organizations and issues facing African Nova Scotian families, children and youth
- Understanding of the mission of the Black Educators Association, its services and resources
- Enthusiastic and culturally-competent attitude toward working with African Canadian students and their parent(s)/guardian(s); demonstrated ability to collaborate
- Demonstrated experience in educational program planning/development and delivery
- Exceptional skills in facilitation, and group dynamics; ability to motivate and select small teams
- Familiarity with various learning styles and modalities and a range of instructional approaches, including the use of computer/web-based software
- Excellent and proven communication, leadership, and interpersonal and skills
- Ability to work effectively with staff and volunteers from culturally diverse backgrounds with ranges of skills and experience; must be a team player
- High degree of inter-cultural competencies (dynamics, relationships, social constructs); knowledge of theoretical concepts and frameworks of racism, power, and privilege, and cross-cultural competences and their effects on the relationship between African Nova Scotians and mainstream populations
- Outstanding problem solving and negotiation skills
- Proficiency with literacy and numeracy

Start Date: Position to be filled before September 15th, 2012 CAEP Training Session
Location: East Preston, North Preston, Mulgrave Park, Beechville, Windsor, Kentville, Weymouth, Yarmouth, New Glasgow, Antigonish & Whitney Pier
Salary: To be determined
Deadline: September 10th, 2012

Please fax/mail resume and cover letter, indicate what location you are applying for and submit to their regional office. **Only candidates selected for an interview will be contacted**