



AOPFN EMPLOYMENT OPPORTUNITY

Tutor

Department: Education

Supervisor: Manager, Education

Fixed Term Contract, May 18, 2026 to June 25, 2026

\$28.00 hrly/ 25 - 30 hrs. /week

Deadline to Apply: Friday, May 8, 2026 at 4:00PM

The Tutor will provide tutoring services in the areas of Math, English, and other subjects to achieve academic success. Promote positive reinforcement and encouragement as a role model to students. The Tutor will develop a schedule/workplan to assist the students.

DUTIES AND RESPONSIBILITIES:

1. Service Delivery:

- Research teaching techniques and material that will enable students to attain their highest level of achievement and development.
- Develop teaching material and teaching aides i.e., written, audio, and visual and utilizes technology to retain, archive and store material.
- Develop and implement a Tutoring Service that encompasses the curriculum and a holistic approach to teaching and learning including opportunities for land base learning.
- Assess individual student abilities, skills, learning styles and interests to develop a meaningful and strategic tutoring plan.
- Reviews Individualized Education Plans (IEP) and Individualized Behavioural Plans (IEB); evaluates and modifies resources and activities to accommodate student learning needs.
- Ensure a schedule and a workplan is developed around the student's availability.
- Provides a stimulating learning environment that captures students' attention and inspires them.
- Maintain accurate and up-to-date records of tutoring sessions; follow up with teachers and students.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Successful completion of Post-Secondary Education preferably a teaching degree OR:
- High School Diploma with additional educational certificates and demonstrated experience in tutoring.

CONDITIONS OF EMPLOYMENT:

- Current acceptable Vulnerable Sector Check.
- Valid CPR/First Aid and AED Certification.
- Current and up to date Immunization Record

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

Subject Line: Tutor

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
 - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
 - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
 - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.