

Statement of Work (SOW)
Correspondence Studies Tutor
Services

Education and Early Childhood Development
(EECD)

Apply now to provide tutoring
services.

1.0 Overview

A part of the transition plan for Correspondence Study Courses, the immediate services of correspondence mentors are required to support students as they complete their correspondence studies courses within the next year. Correspondence Study mentors will help with the design of learning programs and individual support for students.

2.0 Requirements

The terms and conditions of the **contract** apply in full to the services and products provided under this Statement of Work.

2.1 Project Scope and Time-Frames

This work entails the support of new learning experiences for selected correspondence studies courses, individual learning plans for students enrolled in these courses, support for final assessments and tutoring students. The work will commence on or about July 30, 2021 and be completed by July 31, 2022.

2.2 Project Tasks and Deliverables

- Working with EECD staff to support/develop student learning experiences for existing correspondence courses
- Developing and monitoring individual student learning plans in order to ensure successful completion of courses.
- Provide updates on progress of individual students to Project Lead
- On-going tutoring and support for students completing courses
- Invigilate exams

All tasks must be performed to the satisfaction of EECD. All deliverables will be reviewed to ensure development standards and efficiencies are utilized. All work products will be the property of EECD.

The project fee is up to **\$20,900.00** for services. This is calculated at 8 hours a day for up to 95 days at \$220.00 per day. However, it is not intended that this service is a full day offering. A tutor may provide support for an hour one day and four the next. This is flexible based on the schedule of the tutor and the assigned students who require support. Billing for payment of services is done in 8 hour increments which is equal to one day and is remunerated at \$220.00.

2.3 EECD Responsibilities

The tutor will work with the Project Lead or designate, regarding all aspects related to this contract. Progress reports on support provided to students will be provided from tutors to the lead and in turn will be given to and reviewed by Alexander MacDougall, Director Learning Resources and Technology Services and/or designate.

- EECD will communicate with students and their schools regarding available tutoring services.

2.4 Proponent Qualifications

Candidates must have a NS teaching certificate with a qualification to teach at the secondary level and/or an undergraduate degree within one or more of the following disciplines:

Mathematics

Physics

Biology

Chemistry

Social Studies

English

Biologie (French)

Applications are also welcome from those enrolled in a Bachelor of Education program.

If you are interested in this position please send your resume and cover letter to Alexander MacDougall, Director Learning Resources and Technology Services.

Alexander.macdougall@novascotia.ca. If you require any additional information, please email Alexander MacDougall any questions.

Thank you for your consideration of this position.