

December 2019

Subject: Applying to Become a Marker

The Correspondence Study Program develops public school junior and senior high school courses to reflect the content of public school program curriculum. Student work in these courses is evaluated by markers. Correspondence Study Program marker positions are contracted positions. Markers are self-employed; they are paid a fee-for-service.

Periodically, the Correspondence Study Program posts marker opportunities requesting qualified, licensed, experienced Nova Scotia teachers. Markers are required to evaluate up to 3 course lessons per student mailing or one unit of work depending on the design of the course. The marker, after receiving student assignments, has two weeks to assess and return the work, with comments, to the student. Marker work loads and remuneration vary with the number of students registered per course, the number of student assignments submitted by students and the time of year. Marker expenses related to the program (e.g., postage expense) are reimbursed by the Correspondence Study Program.

Applicants must have a minimum six years teaching experience in the subject area and two years current practice using Nova Scotia Public School Program curriculum learning outcomes in courses they wish to mark. Applicants must be willing to use e-mail to communicate electronically and have access to a personal e-mail account for this purpose. Preference will also be shown to applicants who:

- demonstrate inclusive strategies to increase accessibility through which diverse learners and students with special needs will accomplish course curriculum learning outcomes
- have experience in on-line teaching Nova Scotia licensed teacher applicants must provide a cover letter, resume, a completed application form, and three references to the Correspondence Study Program office.

The Correspondence Study Program reserves the right to accept or reject any response. Please direct all inquires and comments by e-mail to csp@gov.ns.ca or telephone the Department of Education, Correspondence Studies Program, (902) 424-2452.

Our Web Site

<http://csp.ednet.ns.ca>

December 2019

Courses:

12 Biologie

Biology 11, 12

Canadian Families 12

Canadian History 11

Chemistry 11, 12

Economics 11

English 9, 10, 11, 12

English Communications 12

Geology 12

Global Geography 12

Global History 12

Mathematics (Academic) 10,
11, 12

Oceans 11

Physics 11, 12

Science 9

Visual Arts 10

**For more information please
contact:**

Angela Sanford

**Coordinator of Distributed
Learning**

902-424-2452

angela.sanford@novascotia.ca

Experience Necessary:

- Six years in the subject area(s)
- Two years current practice using the NS Public School Program curriculum
- Online education and learning management systems
- Access to email and willingness to use frequent email communications'
- Implementing inclusive education practices and accommodations
- Ability to communicate fluently in the course language (English or French)

Expectations:

- Work from home to access student work online in response to course expectations
- Provide intentional, authentic, and timely feedback and support to students in accordance with professional teaching standards; within a maximum of two (2) weeks of receiving student work
- Provide the Correspondence Study Office with grades on a regular basis (Bi-weekly at minimum)
- Maintain appropriate records of biographical data, grades, receiving dates, and return dates.
- Notify Correspondence Study Office of any absences or breaks in service that extend beyond one week
- Notify Correspondence Study Office of any address changes
- Include Correspondence Study Office on any correspondence with the student/parent-guardian that address concerns about student performance
- Meet the Correspondence Study Program's criteria

Remuneration:

- Markers are self employed and are paid a fee-for-service by unit or lesson; dependent upon the structure of the course,
- Paid monthly; providing the Correspondence Study Office has received appropriate documentation
- Postage costs incurred for returning student work will be reimbursed upon presentation of official post office receipts at four intervals per year.

**All applications must be received by Angela Sanford,
Coordinator of Distributed Learning, no later than January
31, 2020.**



**Education and Early
Childhood Development**

**Learning Resources and
Technology Services
Correspondence Study Program**

2021 Brunswick Street
P.O. Box 578 Halifax NS
B3J 2S9

Bus: 902-424-245
E-mail:
csp@ednet.ns.ca

Correspondence Study Program – Marker Application Form

Name: _____ Teacher License Number: _____ Class: _____

Address: _____ Postal Code: _____

Telephone: _____ Email: _____

Indicate your highest level of education: _____ Subject Area(s) for which you are applying to mark:
Bachelor ___ Masters ___ Doctorate ___ _____

Last Year Subject Area(s) were taught: _____ Years Teaching subject area(s): _____

If you are not currently employed with a NS Regional Centre for Education, the Correspondence Study Program will undertake a background search through the Child Abuse Registry.

References: (please provide three):

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Please describe you prior experience in distance or online education:

Please include a cover letter, resume outlining your teaching experience, and completed sample feedback form with the application. Select the sample feedback forms the best match your subject areas. Combining all requirements in a single PDF file is appreciated but not mandatory.

