

## **Fee for Service – Markers for SCIDES (Distance On-line Learning)**

We have an opportunity for independent contractors to submit an expression of interest to be a marker for our Distance Online Learning School – SCIDES. The proposal should include a resume and cover letter. The cover letter should outline the contractor’s qualifications, education level, and experience.

Markers must be able to mark assignments from Kindergarten-Grade 12. This includes core subjects – Math, Science, English Language Arts, and Social Studies as well as options courses. Marking keys are provided to support this work.

**Rate of Pay: \$25 per hour**

### **Qualifications:**

- Must have a high school diploma
- Preference will be given to certified teachers
- Post-Secondary Education would be an asset
- History of marking Distance Education courses would be an asset

### **Terms of Services:**

- 1) The fee for service contract is for the remainder of the 2024-2025 school year for these specific periods of time.
  - a. January 6-31, 2025
  - b. March 31 – April 11, 2025
  - c. May 20-June 13, 2025
- 2) Additional time periods outside of these dates may be approved on a case-by-case basis, where the contractor agrees to additional dates and written approval is given by the Superintendent of Schools. There will be no compensation for work done outside of the dates listed in the Fee for Service Agreement without written approval.
- 3) Contractors are required to supply their own materials and tools required to complete the work. For example, computer, internet, printer, ink cartridges, pens, etc. There will be no reimbursement for any materials or tools.
- 4) Contractors are required to submit a detailed invoice within 10 business days of the end of each marking period to the school to the Principal. The invoices will also be required by Senior Administration as part of a two step approval process.
  - a. Invoices must include the dates and hours (including start and end times) worked during the time period.

- b. Detailed list of the number of courses, names of the assignments marked, name of teacher responsible for the course marked will be listed on the invoice. Incomplete invoices will not be accepted.
- 5) The fee for service contract may be ended by either party with 30 calendar days notice at any point during the school year.
- 6) Contracts may be renewed for the next school year at the discretion of the District. The District will provide notice by June 1, 2025 if the fee for service contract is being extended for 2025-2026. A new contract will be created for the 2025-2026 school year and will need to be signed by the contractor.

Proposals should be submitted to Dylan Richardson, Secretary-Treasurer – [drichardson@365.sd58.bc.ca](mailto:drichardson@365.sd58.bc.ca) or may be submitted in person to our District Office.

Proposals will be accepted until October 18, 2024.