

REWRITES BY CATAL Summary Evaluation Teacher (Part-Time)

REPORTS TO

All members of the *REWRITES By Catal* Team.

JOB OVERVIEW

REWRITES by Catal is an online service for students learning English as a second language who want to improve their writing and critical thinking skills. Based on a “Write, then rewrite” model, our program provides feedback from college students and graduates from around the world who are trained in high-level academic writing.

Our users are primarily elementary and secondary school students who attend Catal, Inc. (Tokyo, Japan), a private English after school (*kyuku*) that places an emphasis on teaching useful English skills to Japanese students, preparing them for national exams, placement tests, and study abroad opportunities. These students use *REWRITES* in their weekly lessons.

We are seeking teachers who are interested in correcting and giving feedback online to our students’ writing samples of Fiction and Nonfiction books they read in our Catal lessons and EIKEN proficiency test prompts.

WHY IS THIS ROLE IMPORTANT TO CATAL?

Helping students improve their writing skills will...

- Boost their overall confidence
- Help them achieve their dreams which require high-level English
- Give them an equal opportunity to apply to universities abroad
- Widen their future employment opportunities

Receive Effective Essay Evaluations

While most students are accustomed to having their written work predominantly evaluated on technical errors (grammar, spelling, and the like), an enormous amount do not have the chance to receive feedback that emphasizes the importance of profound thinking and useful phrases. *REWRITES* links users with English speakers from around the world who are able to give high-level, in-depth corrections and evaluations that promote writing and re-writing drafts. With this constant connection to an English educator, students can track their progress in all aspects of their writing abilities.

Paraphrasing and Outlining Skills

Students have the opportunity to learn how to pick and choose the most important plot points of a story, reinforcing their comprehension skills. This strengthens the speed at which they can process and organize other information -- a key skill that could be beneficial for higher-level critical thinking. In traditional classroom settings, they are not empowered to use their own words to describe other stories; with summary writing, our users learn the importance of taking ownership of their writing styles.

Learning Key Contextual Vocabulary

Learning new key words and phrases in context has shown to be significantly beneficial in the English language learning process. Our users have the chance to absorb them in a way that contrasts the memorization methods traditionally taught in schools. Retaining vocabulary in this manner both gives the students the chance to use it in context in the writing and, hopefully, inspire them to use it in real-world settings.

Develop Critical Thinking Skills

There are many users who are struggling to find a way to transfer their thoughts into written form – let alone in a foreign language. Writing in English caters greatly to the development of critical thinking skills, and allows users to support their points of view in a logically organized manner. *REWRITES* will teach our users about formulating written work of a highly academic level, preparing them for placement tests, school exams, and future employment opportunities.

RESPONSIBILITIES AND DUTIES

- Read through and understand the contexts of Fiction chapter books, Nonfiction passages, and EIKEN Proficiency test prompts.
- Make corrections (appropriate to the students' predetermined levels) and Feedback notes on written submissions following specific grading criteria and rubrics.
- Instruct students on:
 - Summary writing skills, including paraphrasing, utilizing the third-person perspective and indirect speech, and highlighting key context-specific vocabulary.
 - EIKEN writing skills, including stating strong opinions and supporting those main points with evidence.
 - Overall academic writing skills, including organization of logic and mechanical precision.
- Summarize corrections in a given submission into an overall written evaluation about the student's strengths and points for improvement.
- Record video messages that summarize the overall written evaluation.
- Uphold expectations for evaluation set by the "Catal Method" and writing guidelines
- Receive periodic training for evaluation quality assurance.
- Maintain open communication with the *REWRITES by Catal* team through online platforms and report about student progress and platform user experience.
- Use English as a primary language (required when evaluating student submissions) and only use

Japanese when in communication with the *REWRITES by Catal* Team and Catal staff.

WORK HOURS AND CONDITIONS

- This position is entirely remote (online).
- Weekly work hours are determined by the teacher with each summary evaluation taking anywhere from 30min to 1 hour.

RELEVANT EXPERIENCES AND ABILITIES

- Education level: Current Undergraduate students (or acceptance to a university at time of application) and/or Bachelor's degree
- Native level in English and Japanese
- High level of academic writing ability and knowledge
- Ability to both follow through with specific instructions and feedback
- Prioritization for communication and responsiveness
- Attention to detail for written material and evaluations
- Positivity and enthusiasm for learning that can be read through the screen
- Experience working with kids (of any age) not required, but desired

COMPENSATION

For each summary evaluation, teachers will be compensated based on the following factors:

- the level of student (following Catal's predetermined level assessment system)
- the total number of words the student writes in the draft (word count)
- the type of book/essay (Fiction/Non-Fiction/EIKEN)

Compensation ranges from JPY: ¥ 500~ ¥ 1,430 OR USD: \$5.00~ \$14.30 per completed evaluation.