



**Kingston Literacy & Skills is looking for a part-time Literacy & Basic Skills (LBS) Occupational Curriculum Instructor to work at our 16 Bath Road site in Kingston.**

**PURPOSE:** To support and provide an effective program that addresses the individual training plan goals for each learner

This is a 3-month contract position with the possibility of renewal at a later date. Remuneration will be at an hourly rate of \$24.53 plus 4% vacation pay, for 8 hours weekly, including prep-time.

1. To deliver an effective learning program:
  - Work to support students' established employment-centered learning goals
  - Plan and deliver programs that meet the needs of each individual student
    - These programs include but are not limited to communication, digital technology, and numeracy
  - Prepare and provide supplementary workshops on topics including stress management, goal setting, time and money management and more
  - Follow curriculum materials, using resources that adhere to Ontario Adult Literacy Curriculum Framework (OALCF) guidelines
  - Identify and create resources within OALCF guidelines that help the learners attain their goals
  - Assist students in tracking progress towards their goals, and regularly administer OALCF milestones to track student progress
  - Liaise with other teachers regarding students' training plans for the areas of teaching responsibility when appropriate
  - Maintain records required by Ministry of Training, Colleges and Universities (MTCU) and Kingston Literacy & Skills
  - Keep the LBS Program Manager informed of any issues or problems arising with students
  - Participate in the development of innovative and effective learning activities
  - Be informed about local programs available that students may need to access
2. To assist in the development and delivery of other services of Kingston Literacy & Skills
  - Participate in the evaluation of our services and projects
  - Attend staff meetings and professional development activities as required
3. To support the day-to-day operation of Kingston Literacy & Skills programs as required by activities such as:
  - Contributing to a productive and congenial working atmosphere
  - Supervising volunteers when required
4. To fulfill other duties as assigned.

## **The Preferred Candidate Will Have:**

### **Education:**

- A minimum of a Bachelor's Degree
- Current Ontario Teaching Certificate or equivalent education and experience

### **Experience**

- Teaching literacy, numeracy and digital technology to adult learners
- Working within an Essential Skills framework
- Developing learner-centered training plans
- Developing and implementing various adult learning resources
- Developing and presenting different workshops
- Working with the MTCU OALCF
- Working with people with various learning disabilities
- Working with Google Classrooms

### **Skills**

- Strong English grammar and writing skills
- Capacity to teach English, Math and Digital Technology preferred
- Strong computer skills and understanding of MS Office Suite
- Understanding of learning disabilities
- Understanding of learning styles and the theory of Multiple Intelligence
- Excellent record keeping and file management

### **Other**

- Experience in a not-for-profit setting
- Excellent interpersonal skills, tact, diplomacy and a non-judgmental attitude
- Knowledge of social programs and services in the area an asset
- Comfort work working with people from various social and cultural backgrounds
- Works well independently and as a team player
- Ability to set clear boundaries with clients and volunteers
- Confident representing agency in the community at various events

### **How to apply:**

Email resume and cover letter (including information on your availability) to [mrudden@klandskills.ca](mailto:mrudden@klandskills.ca).

Deadline for applications is December 28th, 2018. Please note that while we appreciate all qualified applications, only those being interviewed will be contacted.