

SOUTH ESSEX COMMUNITY COUNCIL
POSITION DESCRIPTION
INTERNAL/EXTERNAL POSTING
Posting #2020-38

POSITION TITLE: Permanent Part-time Literacy and Basic Skills Instructor

Position summary: Under the general supervision of the Employment and Training Services Department Coordinator and the Language and Literacy Program Leader, the Instructor assumes the following duties and responsibilities:

- Responsible for classroom instruction for individuals requiring LBS Training following the Ontario Adult Literacy Curriculum Framework
- Provide classroom support in the assessment and placement of adult participants
- Record and document the collection of records and statistical reports
- Record student progress and attendance
- Responsible for developing a curriculum and individual learning plans
- Attend, promote and provide assistance to agency functions for the purpose of promoting /fundraising for South Essex Community Council
- Assist with data entry and case management, provide assistance to the Program Leader as required
- Develop and facilitate new workshops, learning modules, sessions, etc.
- Other duties as assigned

QUALIFICATIONS:

A post-secondary diploma or degree in Education

AND

Three or more years of demonstrated experience working with adult learners

AND

- Strong computer skills
- Strong verbal and written communication skills
- Experience working with diverse cultures is an asset
- Ability to develop presentations and facilitate groups
- Experience working with diverse cultures is an asset
- Knowledge of Ministry Guidelines, OALCF and experience working with LBS learning milestones an asset

WAGE AND SALARY:

- Salary in accordance with the CUPE Local 4523 Collective Agreement
- 0-23 hours per week
- Must be available Monday to Thursday mornings

EXPECTATIONS:

- Respect the privacy of clients and maintain professionalism at all times when dealing with client issues
- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Work as part of a team and contribute to the smooth operations of the program
- Keep accurate and up-to-date program statistics
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and front-line staff
- Understand the mandate of the program and effectively communicate that mandate to clients, employers and community partners

**Internal/External Posting
Without Prejudice**

Please submit resumes by 4:30 p.m.
Tuesday, September 15, 2020
Jennifer Moore
Manager of Human Resources

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.