



PART-TIME INSTRUCTOR POSITION- MIDDLE MUSQUODOBOIT

JOB SUMMARY:

The Instructor is responsible for the effective delivery of the Adult Learning Program Curriculum and GED Preparation. The instructor will also be responsible for the evaluation and documentation of learner progress. The instructor will be supported by and work collaboratively with the Adult Literacy Coordinator in the Musquodoboit Valley and with the Executive Director of ESMV Literacy.

RESPONSIBILITIES AND DUTIES:

- Assess learners with the support of the Adult Literacy Coordinator, using a variety of assessment tools and strategies (including intake, interim and exit assessment) and work with students to prepare individualized learning plans.
- Provide instruction using adult-based and culturally relevant materials to enable learners to meet the outcomes of the Adult Learning Program curriculum.
- Establish individual learning plans at the commencement of the program.
- Ensure goals and learning plans relate to the participant's educational, career or personal goals.
- Accommodate specific and special learning styles.
- Evaluate the learners' progress on an ongoing basis and evaluate using qualitative and quantitative methods.
- Ensure learner portfolios, assessment documents and other learner-related records are maintained, kept confidential and provided to the Adult Literacy Coordinator.
- Provide direction and support to volunteer tutors if required.
- Refer learners to community resources as required.
- Attend occasional meetings of the Learning Network and prepare reports as required.
- Attend professional development opportunities as requested.

Complete Practitioner Training provided by Literacy Nova Scotia

EXPERIENCE AND QUALIFICATIONS REQUIRED:

- Experience teaching and working with adults in an educational capacity. Education degree a definite asset but not a requirement.
- Practitioners Training Certification an asset
- Knowledge of adult education principles and application in a classroom setting.
- Ability to manage a multi-level classroom.

SKILLS AND ABILITIES:

- Excellent written and verbal communication
- Organizational skills
- Problem solving skills
- Multi-tasking and efficiency
- Flexibility
- Reliability
- Effective interpersonal relationships
- Knowledge of computer applications/programs pertinent to related tasks
- Sensitivity and awareness of social issues

Compassionate, patient and respectful of diverse populations.

Position: 12 teaching hours per week, 3 prep hours (15 hours per week) – 37 weeks per year, between September and June

Start Date: September 14, 2020

Proposed weekly schedule – subject to change and flexibility depending on programming requirements.

Monday morning 9:00 am to 12:00 pm Monday evening 5:30 pm to 8:30 pm

Thursday morning 9:00am to 12:00 pm – 12:30 to 3:30 pm

Hourly wage scale \$25.64 to \$30.00, dependent on experience – Employee benefits to be discussed during interview process.

To apply, contact Valerie Manuel at NS Works In Middle Musquodoboit or mail resume and cover letter to P.O. Box 147, Sheet Harbour, N.S. B0J 3B0, postmarked no later than August 21, 2020 or send via email to esmvliteracy@gmail.com by August 21, 2020 5p.m.

