

**JOB POSTING:**

**Instructor Adult Literacy Basic Skills**

(LBS Instructor)

5 hours daily

10 month permanent position

Open to Board Employees and External Applicants

**Posting Date:** June 4, 2018

**Closing Date:** June 11, 2018 at 8:30 am

**Description of Position**

The Instructor works with adult students in non-credit courses at St. Albert Adult Learning Center (with the possibility of working at the Sudbury Jail Site and Whitefish Lake First Nations Site, as required). He or she participates as a working member of a literacy and numeracy team and implements programs according to the needs of adult learners. The Instructor assesses adult students in literacy and numeracy skills, prepares individualized plans, and develops goals with students. Instruction is provided on an individual level, as well as to small groups, following the Ontario Adult Literacy Curriculum Framework (OALCF).

**Required Qualifications/Skills/Abilities**

- Community College Diploma in a related field or relevant University Degree
- Six (6) months related recent experience
- Demonstrated proficiency with word processing software, Internet, email and spreadsheet software e.g., Excel
- Sound understanding of the OALCF, i.e. goal paths, competencies, tasks and levels of performance
- Ability to provide regular attendance
- Self-starter and able to work under minimal supervision
- Strong organizational and time management skills
- Strong interpersonal skills
- Good mathematical skills
- Excellent skills in communication (written and verbal)
- Solid understanding of group dynamics and ability to motivate others
- A strong understanding of adult learners' needs and circumstances
- Ability to respond to individual learning styles
- Ability to effectively communicate and relate to people tactfully, diplomatically and professionally at all time



#### Preferred Qualifications/Skills/Abilities

- Current member in good standing with the Ontario College of Teachers (OCT)
- Certificate in adult literacy and /or numeracy training, or certificate/diploma in delivering learning to adults is preferred
- Experience teaching or instructing adults is an asset

#### Additional Information

Salary based on qualifications, minimum \$28.89 per hour – maximum \$42.66 per hour (OCT)

Interested applicants may contact the Human Resources department for a copy of the job description. Please submit your resume, the contact information of three professional references, and a cover letter as one electronic document by email to: [employment@sudburycatholicschools.ca](mailto:employment@sudburycatholicschools.ca). Please quote reference **NU 17/18 – 26 in the subject line**. Please direct any questions on the position to Megan Murphy, Principal at 705-673-3031.

Please note that a satisfactory criminal record check including the vulnerable sector check is a condition of employment.

All applicants are thanked for their interest, however, only those selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected for employee recruitment and selection purposes. If you require a disability-related accommodation to participate in the recruitment process, or if you have questions about this collection of information, please contact the Human Resources Department at (705) 673-5620.

Thank you for your interest in Sudbury Catholic Schools.

Joanne Bénard  
Director of Education

Michael Bellmore  
Chair of the Board