

Job Profile

Job title	<i>Workplace Literacy Instructor</i>
Program	<i>Mentorship Program</i>
Department	<i>Employment Programs</i>
Reports to	<i>Employment and Operations Manager</i>

Job Profile

Job Type: Part time- 15 hrs/week

Pay Rate: \$23-\$25/hr

Timing: 12:30pm to 3:30pm

Contract Period: February 9, 2019 to April 12, 2019 (with the possibility of extension)

Deadline to apply: January 25, 2019

Job Purpose

This position is responsible for creating and delivering workplace related lessons for the Mentorship Program participants. This position must be able to relate to participants' needs and tailor classroom activities around them. This employee must provide timely information to the Program Coordinator in order to manage participant attendance and outcomes for this program.

Duties and Responsibilities

- Design and deliver lessons at an appropriate English level for the adult participants in the program
- Teach workplace literacy to participants using a variety of instructional techniques, methods and materials
- Communicate feedback to participants in an appropriate and sensitive manner
- Assess and evaluate participants' development and advise the Program Coordinator of participants' attendance and progress
- Keep records and submit reports as required
- Work in collaboration with the Program Coordinator in order to ensure that the individual needs of participants are being met

Qualifications

Education

- An undergraduate degree (not restricted to, but preferably) in one of the following areas: Commerce, Education, Sociology, Political Studies, English Language Arts, International studies, or Psychology

Experience

- Must have some experience teaching English as a subsequent language or teaching employment skills training

Knowledge, Skills and Abilities

- Knowledge of settlement issues and familiarity with educational resources for immigrants
- Skilled at teaching curriculum and developing lesson plans
- Knowledge of the Saskatchewan labour market, job trends, employment opportunities, and the hidden job market
- Ability to work effectively in a culturally diverse environment
- Strong organizational and interpersonal skills
- Excellent written and verbal communication skills
- Ability to multi-task and meet deadlines
- Must be self-directed and able to teach with limited support or supervision

Requirement of Employment

- Clear criminal record check

Direct Reports

None