



KINGSTON LITERACY & SKILLS (KL&S) - Brockville Employment Skills Instructor

KL&S is a non-profit community organization. With professional, knowledgeable staff and dedicated volunteers, we deliver literacy upgrading, workforce preparation, and English Language instruction to adults and families in Kingston and the surrounding communities.

Do you have a passion for adult education and for supporting others to achieve goals in education, employment, and independence? If you want to work with a great team that strives to empower lives through literacy and language, then consider a career with KL&S.

Kingston Literacy & Skills is partnering with Employment and Education Centre-Brockville, to provide free occupational skills upgrading and education for adults seeking employment. Reporting to the Literacy and Basic Skills (LBS) Manager, the Employment Skills Instructor provides high quality instruction and services to adults seeking essential skills upgrading in writing, communication, math, digital literacy, and pre-employment/pre-apprenticeship skills. The Employment Skills Instructor will assess clients, develop individual learning plans, and deliver task-based, learner-centred instruction and programming in an in-person classroom environment located at the Employment and Education Centre (EEC) Brockville.

QUALIFICATIONS

- Post-secondary degree or diploma in education, social services, or equivalent related experience.
- Enthusiasm for education and previous experience teaching or training youth and adults ages 17+
- Excellent communication and customer service skills and demonstrated experience with and ability to work with adults of diverse social and cultural backgrounds
- Advanced proficiency in Microsoft 365 and digital communication platforms (Teams, Zoom) required. Previous experience with databases and reporting platforms is an asset
- Able to use technology as an instructional tool and able to instruct others in the use of various forms of technology (email, online forms, apps, social media, etc)
- Proven ability to complete projects and manage multiple tasks and competing priorities
- Able to assess learner progress toward reaching goals in reading, writing, numeracy, digital literacy, and pre-employment skills and to create and adjust instructional plans and strategies as needed
- Able to instruct Essential Skills, with emphasis on reading, writing, numeracy, and digital skills through task-based learning activities
- Demonstrated knowledge of and experience with accommodating learning disabilities in the classroom, workplace, and daily life
- Experience planning and delivering instruction in alignment with Employment Ontario initiatives, particularly the LBS Program Guidelines and OALCF and their connections to employment, is an asset
- Clear Criminal Record Check (CPIC) including vulnerable sector check
- Previous experience in instruction of Adult Literacy and Basic Skills is an asset
- This is an in-person position located in Brockville, Ontario

Hours and Salary: 35 hours/week, \$28.00/hour

This is a contract position for up to 45 weeks, ending on or before March 31, 2024.

Open until the position filled.

How to Apply:

Interested candidates can submit a cover letter and resume to KL&S Manager of Human Resources at smcdowall@klsread.ca.

Website: www.klsread.ca

KL&S hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. Alternate formats will be provided upon request throughout the recruitment and selection process. If you require accommodation in order to participate as a candidate in the recruitment.

Thank you to all applicants for their interest in KL&S. However, only those selected for an interview will be contacted.