



KINGSTON LITERACY & SKILLS (KL&S) LBS Lead Instructor (FT, Contract)

KL&S is a non-profit community organization. With professional, knowledgeable staff and dedicated volunteers, we deliver essential skills 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.

Reporting to the Literacy and Basic Skills (LBS) Manager, the LBS Lead Instructor will:

- Provide high quality instruction and services to adults seeking essential skills upgrading
- Assess clients, develop individual learning plans, and deliver task-based, learner-centered instruction and programming in writing, reading, math, money, digital literacy, and pre-employment skills
- Support the LBS Manager in development of Essential Skills resources and LBS project deliverables to address trends in Kingston and the surrounding communities

QUALIFICATIONS

- The following are *required* for the Skills Instructor position:
 - Post-secondary degree or diploma in education, social services, or equivalent related experience.
 - Previous experience teaching or training **adults**
 - Clear criminal records check (CPIC) with vulnerable sector
 - Judgement-free outlook and ability to support individuals with significant barriers to success including but not limited to disabilities, interrupted education, and socio-economic challenges
 - Excellent communication, problem-solving, and customer service skills
 - Proven ability to complete projects and manage multiple tasks and competing priorities
 - Ability to instruct multi-disciplinary Essential Skills including reading, writing, math, money, digital skills and pre-employment skills through task-based learning activities
 - Ability to assess learner progress toward reaching goals and to create and adjust instructional plans and strategies as needed
 - Access to reliable transportation for work offsite
- The following are an *asset* for the Skills Instructor position:
 - Knowledge of and experience with trauma-informed responses, supporting vulnerable communities, and accommodating adults with learning disabilities and/or barriers to education in the classroom, workplace, and/or daily life
 - Previous experience with databases and reporting platforms
 - Ability to use technology as an instructional tool and ability to instruct others in the use of various forms of technology (email, online forms, apps, social media, etc)
 - Experience planning and delivering instruction in alignment with Employment Ontario initiatives, particularly the LBS Program Guidelines and OALCF
 - 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

This is an in-person position located in Kingston, Ontario.

This position is full-time, temporary with a contract until June 30, 2025 with possible extension.

Hours and Salary: 35 hours/week @ \$26.50/hour + vacation and benefits. Monday-Friday. Hours are generally 8:30am-4:00pm (Monday, Wednesday through Friday), and 12:30-8:00pm on Tuesday

How to Apply:

Interested candidates can submit a cover letter and resume by 4:00 p.m. on Friday, June 28, 2024 to Christianne Wojcik, Executive Director at cwojck@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.