



KINGSTON LITERACY & SKILLS (KL&S)
Essential Skills Instructor – Napanee
Contract April – August 2026 with possible extension

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.

KL&S Napanee is currently seeking an Essential Skills Instructor with the ability to engage adult learners seeking to upgrade their pre-employment and essential skills. The Essential Skills Instructor works within the Get SET (Skills, Education and Training) program and the Corrections Literacy Initiative (CLI) program, funded by the Ontario Ministry of Labour, Immigration, Training, and Skills Development.

Reporting to the Napanee Program Manager, the Essential Skills Instructor will:

- Provide high quality instruction and services to adults seeking essential skills upgrading and pre-employment skills training at KL&S Napanee, Quinte Detention Centre and occasionally off-site training in collaboration with community partners to reduce barriers for clientele
- Assess clients, develop individual learning plans, maintain learner records, and deliver task-based, learner-centered instruction and programming in writing, reading, math, money, digital literacy, and pre-employment skills
- Develop and deliver Essential Skills resources and training programs to address trends in employment in Napanee 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 literacy, interrupted education, socio-economic challenges, and incarceration
 - 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 at QDC and in the Napanee community
- The following are an *asset* for the Skills Instructor position:
 - Knowledge of and experience with trauma-informed responses and supporting vulnerable communities
 - 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

This is an in-person position located in Napanee, Ontario. Start Date is immediate.

Hours and Salary: 35 hours/week @ \$25.00/hour + 4% vacation pay. Monday-Friday. Hours are generally 8:30am-4:00pm.

How to Apply:

Interested candidates should submit a cover letter and resume by 4:00 p.m. on Thursday, March 19th, 2026 to Megan McMonagle, Operations Manager at mmcmonagle@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.