



## **EXTERNAL JOB POSTING NON-TDSB EMPLOYEES ONLY**

**No: CUPE B-24-0483**

**POSTED: March 19, 2024**

**DEADLINE: 4:30 p.m., April 03, 2024**

### **Essential Skills Upgrading (ESU) Instructor All Levels Danforth LINC**

**Business Development & Community Services**

**Region: East**

**\$47.50 per hour (plus 3.4% statutory holiday pay and 4% vacation pay)  
(C.U.P.E. Local 4400, Unit B)**

**The Toronto District School Board adheres to equitable hiring, employment and promotion practices.**

The Toronto District School Board invites applications for the position of Essential Skills Upgrading Instructor at the above location. This position will report to the ESU Program Officer, the ESU Instructor will be responsible for providing goal-directed, outcome-based and learner-centered instruction aligned with the Ontario Adult Literacy Curriculum Framework (OALCF) to adult learners.

#### **Summary of Duties:**

- Provide literacy instruction in communication, numeracy, and digital technology skills to learners in accordance with MLITSD Literacy and Basic Skills (LBS) program guidelines and adult education principles;
- Develop an individual Learner Plan with each learner based on initial assessment and learner goals;
- Conduct regular and timely goal-setting, plan review, and evaluation processes with learners;
- Develop a program appropriate to meeting the identified learner goals and preparing learners to be transition-ready;
- Report on the progress of learners as required;
- Provide information and referral to training programs and services to support ESU learners;
- Plan day-to-day activities using relevant resources and methods of delivery appropriate to adults;
- Enter absence into Smart Find Express (SFE) and notify Program Officer to ensure class coverage as required;
- Prepare all required materials (e.g. equipment, handouts, etc.) prior to class time;
- Ensure learners are aware of lesson objectives and outcomes;
- Ensure various learning styles are identified and accommodated;
- Record and maintain accurate and up-to-date attendance registers, report on attendance as required;
- Keep learner portfolios and assessment records secure, accurate and up to date;

- Provide a safe, nurturing, bias-free, positive and respectful learning environment that recognizes individual differences;
- Keep informed of current Adult LBS theory and practice, including materials supplied by the Program Coordinator or designate;
- Update the Instructor manual with current information as provided;
- Keep informed of current Adult LBS theory and practice, including the Ontario Adult Literacy Curriculum Framework (OALCF) and materials supplied by Program Coordinator or designate;
- Operate in accordance with related TDSB and department policies, procedures and requirements (e.g. Human Rights, Code of Conduct, Communication Protocols, Health & Safety, Respectful Learning And Working Environment);
- Take appropriate action in conflict or emergency situations according to TDSB policies and procedures and report to Program Coordinator or designate; in non-TDSB locations, be familiar with organizational (emergency/evacuation) procedures;
- Ensure the classroom and equipment is tidy and secure at the close of class; and
- Other related duties as assigned.

#### **Qualifications:**

- Post-secondary degree from an accredited institution with one year related experience teaching in adult literacy program or equivalent;
- Successful completion of a certificate program in Adult Education;
- Demonstrated experience developing an appropriate learner-centred program within a classroom setting;
- Thorough knowledge of the principles of adult education;
- Working knowledge of the ESU Guidelines;
- Demonstrated understanding of the Ontario Adult Literacy Curriculum Framework;
- Demonstrated ability to interact co-operatively with learners, staff and supervisors;
- Demonstrated ability to effectively adapt the curriculum based on the experiences, social context and life goals of the learners;
- Demonstrated willingness and ability to work in a multicultural, multiracial environment;
- Experience working with adult learners at various levels;
- Excellent communication skills in oral and written English as well as strong interpersonal skills;
- Demonstrated experience using information technology as a teaching and learning tool;
- Ability to work independently and as part of a team; and
- Computer skills including MS Office, internet, and familiarity with related program software.

#### **Asset:**

- Teacher training with a focus on teaching reading, writing, or special education.

**Assignment Number:** E-LL-GS-102591  
**Position Number:** 50183900  
**Program Period:** September to June  
**Schedule:** 9:00 a.m. to 2:30 p.m.  
**Hours:** 25 hours per week (Monday to Friday)  
**Location:** Danforth LINC, 2494 Danforth Avenue 1st floor  
 (Wheelchair accessible)

Applicants are required to attach a copy of their current resume along with two (2) supervisory references. Résumés should indicate qualifications, ability and experience applicable to this position. A separate application and/or resume must be submitted for each individual job posting. Applications should be submitted no later than **4:30 p.m. on April 03, 2024** to:

**Toronto District School Board  
Employee Services – Unit B  
Attention: Staffing Officer**

**Please quote Competition #CUPE B-24-0483 when responding to this Job Posting.  
Place this number on the email subject line:**

<b>Competition Number</b>	<b>Region</b>	<b>Location</b>
CUPE B-24-0483	East	2494 Danforth Avenue 1st floor

**Please Note:**

- a) Applications should be submitted using only the following method:
  - E-mail to [applications.unitb@tdsb.on.ca](mailto:applications.unitb@tdsb.on.ca)
  - **Note:** Keep a copy of your sent email confirmation as proof of your submission.
- b) We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.
- c) Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.