



Nova Scotia School
for **Adult Learning**
Success starts here!

École de **formation des
adultes** de la Nouvelle-Écosse
Le succès : ça commence ici !

Nova Scotia School for Adult Learning Community Learning Organization Grant Program

Sample Job Descriptions

To assist organizations with determining the salary of their employees, sample job descriptions for the positions of tutor coordinator, instructor and organization administrator are provided. In addition, organizations may also want to take into consideration the following variables when determining salaries:

- scope of duties performed by staff, over and above those included in the sample job descriptions
- qualifications
- years of experience working in related field (e.g., adult education, volunteer work, and related *Adult Learning Program* subject areas)
- time the person has worked for the organization.

Organizations who wish to offer a salary range to its employees will have to develop a salary criterion upon which a specific salary is based.