



*****Sample Job Description*****

Instructor Position

Position Scope

Under the direction of the organization, working closely with community partners, and applying good practice principles, the instructor is responsible for the effective delivery of the *Adult Learning Program* curricula, and for the evaluation and documentation of progress of learners in the Level I, II or Level III *Adult Learning Program*.

Follow good practice principles of adult education, including:

- provide instruction that is based on the interests of the learners, develops critical thinking and problem-solving skills, and increases self-esteem
- establish individual learning plans at the beginning of the program
- ensure goals and learning plans relate to the participants' educational, career and/or personal goals
- prepare learning plans for each learner, use his/her life experiences as material for learning, and accommodate different learning styles
- work collaboratively with participants to meet learning goals
- facilitate ongoing program and learner evaluation by using qualitative and quantitative methods.

Specific Duties and Responsibilities

- assess learners using a variety of assessment tools and strategies (including intake, interim, and exit process) and work with students to prepare individualized learning plans
- provide instruction using adult-based and culturally-relevant materials to enable learners to meet the outcomes of the *Adult Learning Program* curricula
- evaluate the learner's progress on an ongoing basis
- ensure learner portfolios, assessment documents, and other learner-related records are maintained and kept confidential
- work closely with the tutor coordinator
- refer learners to community resources as required
- attend monthly meetings of the organization and prepare monthly and other reports as required
- attend professional development opportunities as requested

Qualifications

- university degree, preferably Education, or equivalent experience and training with at least two years' relevant experience working with adults in an educational setting
- completion of the *Nova Scotia Tutor and Instructor Training and Certification Program* (this would be an asset)
- an understanding of how adult education principles are applied in a classroom setting
- proven organizational skills
- excellent oral and written communication skills
- proven ability to manage a multi-level classroom would be an asset
- sound computer skills an asset

* *If an organization applies for an organization administrator position, some of these duties might be assumed by that position.*