



JOB DESCRIPTION

Salary Grade: 6

Job Title:	Division:
Adult ESL Instructor	Field Services
Supervisor's Title:	Superintendency:
Program Consultant and Coordinator	Special Services
Union Status:	Department/Location:
CUPE Local 1328 - Adult English as a Second Language, Adult Citizenship and Adult Literacy Instructors	Continuing Education Adult Education

PRIMARY FUNCTION

The primary function of this job is to provide instruction, within the Continuing Education parameters, in Adult Basic Literacy and Numeracy (Grade 8 level of competency); Adult Citizenship and Language Instruction and Adult English as a Second Language.

MAIN RESPONSIBILITIES

1. Perform duties relating to the planning of classroom instruction in a specific subject area by:
 - preparing a course of study based on course outlines/objectives established by the Continuing Education Department and/or by the applicable external funding agency
 - developing long range lesson plans identifying the major topics of instruction for session/year and modifying these plans in broad terms, the plans outline objectives of the course, the content, the methodology and motivation for instruction, and the evaluation procedures if required
 - assessing the needs of the students and developing short range lesson plans (daily/weekly) which now precisely reflect the needs of the students and

suitable procedures/content for the instruction: in specific terms the plans will detail the objectives of the lesson, the content and motivation, the methodology, and evaluation if required

- listing for the instructor-in-charge the instructional supplies, texts and/or equipment required to facilitate long term planning of materials for the school (e.g. chart paper, markers, paint, transparencies, video/film equipment)

2. Perform duties related to classroom instruction in a specific subject area by:

- commencing classes at the designated time regardless of the number of students in the classroom; continuing classroom instruction for the specified period with a minimum 10 minute to a maximum 15 minute break
- providing instruction as required according to lesson plans, taking into consideration the cultural, linguistic, intellectual diversities and interest levels of the students
- creating an enjoyable learning environment, monitoring the progress of the students and motivating students
- adding variety to lessons by shifting from academic to personal emphasis, balancing review of familiar material with introduction of new material and utilizing strategies to accommodate individual learning styles
- conducting placement tests for new students where required
- evaluating student performances, consulting with other site instructors regarding decisions on student movement and completing progress reports and/or certificates where appropriate
- consulting with program consultant as needed

3. Perform duties related to supervision by:

- maintaining proper order and discipline as is appropriate for adult students
- cooperating with the instructor-in-charge to enforce TCDSB regulation of the day/night school permit
- advising students regarding relevant TCDSB policies and regulations including health and safety policies and regulations
- ensuring all reasonable precautions have been taken to avoid accidents
- following TCDSB regulations regarding supervision of students and appropriate disciplinary procedures

4. Perform duties related to organization by:

- providing program consultant/coordinator with timetables, course outlines and lesson plans as required
- being responsible for classroom texts and/or materials distributed to students and recovery of those items at the end of the day
- maintaining/reporting attendance registers in format required and maintaining records on students where required
- participating in student registration process including wait list(s)

- participating in school activities as required (e.g. Open House, field trips, Education Week)
- assisting the program with outreach activities by providing students with program material for disbursement into the community
- ensuring classroom is returned to orderly condition after use (blackboards cleaned, desks returned to day school arrangements)
- attending staff meetings as required within instructional time
- completing forms for students required for social assistance as required
- securing supply instructor from list provided for short term absence and providing supply instructor with lesson plan(s)

5. Perform other tasks assigned or required.

SKILL

- University degree
- English as a Second Language Certification
- 3 – 6 months related and on the job experience

EFFORT

- Complexity of the job is in meeting the academic/interest needs of the students; in maintaining high motivational levels to ensure continued attendance with creativity an essential constituent; making adjustment to the pre-structured course outlines according to the different levels and diversity of students; maintaining class control
- Visual concentration/physical exertion 65%-90%

RESPONSIBILITY

- Responsible for appropriate classroom instructional content/methodology; for the supervision of students; ensuring compliance with TCDSB policies; for the maintenance of sufficient enrolment; for the condition of the classroom after use; for the requisition of instructional supplies/texts/equipment
- Lack of available supplies/equipment will result in poor student response, immediate enrolment decline with consequent cancellation of classes. Inadequate instruction will have similar results
- Contacts with Continuing Education staff and students

WORKING CONDITIONS

- Classroom locations in regular school buildings for evening and weekends programs; use of community centres, church halls, etc. during the day when school buildings are not available
- Necessary to prepare long range plans and daily lessons and prepare and restore classroom outside paid time
- Mandatory attendance at workshops/professional development which are scheduled on work time

Reviewed by Departmental Management:

H. Eubank

Date:

Jan 5, 2010

Approved by H.R. Management:

Walter Luskess

Date:

January 4, 2010

Approved by Union:

Maure Ro

Date:

January 7, 2010

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