



JOB DESCRIPTION

Salary Grade: 8

Job Title:	Division:
Adult ESL Instructor In-Charge	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 coordinate appropriate administration 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 under the direction of the Program Consultant and Coordinator.

MAIN RESPONSIBILITIES

1. Perform duties related to the planning requirements of the center by:
 - attending orientation meetings with Program Consultant and Coordinator and Continuing Education staff prior to the commencement of program
 - liaising with the program consultant/coordinator as required
 - requesting instructional supplies/texts/equipment and store orders/purchase requisitions as necessary prior to commencement of sessions
 - publicizing the center through local schools, parishes, community centres, agencies etc.

SKILL

- University degree
- English as a Second Language Certification
- 6 to 12 months related and on the job experience

EFFORT

- Complexity of the job is co-ordinating the activities of the center to appropriately meet the diverse needs of the students, coordinating the activities of staff and liaising with board staff
- Visual concentration – 10%; physical 50%

RESPONSIBILITY

- Accountable for the effective operation of the site
- Accountable for accuracy etc. of the record keeping, for the inventory/petty cash procedures: for the care of the facility: accountable, to a degree, for the measurable success of the center student satisfaction/attendance
- Accountable for the health, safety, comfort of the staff and students
- Required to report as directed by the Board
- Expected to encourage supportive staff relations and a positive work environment
- Contacts with Continuing Education staff, school staff, students parish/community staff, and the public

WORKING CONDITIONS

- Office locations varies
- Attendance at the orientation meeting is on unpaid time

Reviewed by Departmental Management:

Date:

Approved by H.R. Management:

Approved by Union:

Date:

Date:
