

PTP – Job Posting – 2 Full-Time Instructors – 1 Part-Time Instructor

Job Title: Literacy and Basic Skills Instructor

Location: (1 Part-time) Danforth/Pape - East Training Centre
(2 Full-time Positions) Dundas/Kipling – West Training Centre

Reports to: Program Manager

Start Date: September 5, 2006

PTP is currently recruiting new instructors for our Workforce Literacy Program – starting in September. We are looking for individuals who are passionate about teaching, have experience working with marginalized groups, have excellent communication and interpersonal skills, and are well-organized, flexible and willing to “go the extra mile”.

Job Description:

PTP Instructors are primarily responsible for lesson planning, materials preparation and classroom delivery of programs assigned to them. Instructors may also facilitate groups in the TEAMWORK component of the program. PTP instructors are expected to keep up with changes in the field of adult education, to integrate new programming initiatives into their lesson planning and to maintain, through development and innovation, programming that achieves the highest standards in adult education practice.

Responsibilities include:

- Delivering classes and facilitating groups
- Preparing lesson plans and materials that reflect contextual workforce literacy programming as practiced at PTP
- Assessing, tracking and reporting participant progress
- Attending meetings as required
- Adhering to PTP policies
- Undertaking other assignments as required

Qualifications:

- Experience and/or training in teaching or facilitating small groups (3-14)
- Experience working with marginalized adults who face multiple barriers to both learning and employment

Posting Date: **Monday, July 31, 2006**

Closing Date: **Friday, August 11, 2006**

If you are interested in one of these positions, please address your cover letter and resume to **Aleksandra Popovic** and send by email to Patricia Kowalska at patriciak@ptp.ca
