



**The Grand Erie District School Board**  
**Invites Applications for the Position of**  
**Temporary Adult Literacy and Basic Skills Assistant**

The Board is seeking a qualified Adult Literacy and Basic Skills (LBS) Assistant.

**Major Duties and Responsibilities Include:**

- Assessment of clients seeking to access the LBS program
- Development of individualized learner plans
- Preparation of adult learning materials
- Assisting with the delivery of literacy and basic skills training
- Completion of all required documentation in a timely fashion
- Ongoing client file management
- Appropriate referrals to other services in the community
- Follow-up with clients that have left the program
- Adherence to established policies and procedures

**Qualifications:**

Ontario Secondary School Diploma (OSSD) is required. Preference will be given to candidates who have also completed the Adult Literacy Educator (ALE) certificate. Qualified candidates will have experience working with the Ontario Adult Literacy Curriculum Framework (OALCF). Experience working with adult learners and experience teaching language, numeracy and digital literacy skills are an asset.

In addition, you should have a strong customer service focus with an equally strong work ethic and the demonstrated ability to deal with multiple demands of working with individualized learner plans and several clients at the same time in a classroom setting.

You should have excellent organizational skills combined with superior interpersonal and communication skills. Initiative and attention to detail are essential, as is the ability to handle matters in a diplomatic, sensitive and confidential manner. You must also have excellent computer skills in MS Office.

Effective Date: Must be available to start immediately.

Duration: Part-time contract until March 31, 2018, possible extension of 12 months.

Salary: \$22.45 per hour (plus vacation pay). 5-15 hours per week (varies).

**Apply:**

If your qualifications, positive attitude and commitment to excellence make you an ideal candidate for this position, please email your application, marked "personal and confidential" in the subject line. Include a resume, cover letter, and the names and telephone numbers of at least three professional references (including your current supervisor). Your application must be received by email **4:00 p.m. on Wednesday, February 6, 2018**. Apply to:

Greg Carruthers  
Principal, Grand Erie Learning Alternatives  
The Grand Erie District School Board  
Email at [greg.carruthers@granderie.ca](mailto:greg.carruthers@granderie.ca)

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

We thank all applicants for their interest but only those considered for interview will be contacted. All submissions are subject to a screening process and some applicants may not be granted an interview.

All new employees are required to provide an original Police Record Check (which includes a "vulnerable sector search") acceptable to the Board prior to the commencement of employment.