



Cumberland Adult Network for Upgrading

ALP/GAP Instructor

(Position availability pending funding approval)

The Cumberland Adult Network for Upgrading (CAN-U), in Amherst, NS is seeking an experienced Instructor for the ALP/GAP Program who will work under the direction of the organization and work closely with community partners. The instructor is responsible for effectively delivering the *Adult Learning Program* Level II curricula, supporting the delivery of other program components, mentoring participants in work placements and providing, as needed, administrative support to the program.

The successful candidate will follow good practice principles of adult education, provide instruction based on the interests of the learners, develop critical thinking and problem-solving skills, and increase self-esteem.

Specific Duties and Responsibilities

- Assess learners using a variety of assessment tools and strategies (including intake, interim, and exit assessment) 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
 - 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* would be an asset
- An understanding of how adult education principles are applied in a classroom setting
- Excellent organizational and communication skills
- Proven ability to manage a multi-level classroom would be an asset

This is a full time, contract position August 9, 2010 through March 31, 2011.

Application deadline is **4:00 pm on Tuesday, August 3, 2010.**

Please apply with cover letter, résumé, and three references by email to can-u@ns.sympatico.ca or by fax to: **(902) 661-3221.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.