



**Full Time Instructor Needed  
GED/Pre-GED/Academic Upgrading  
Salary Range 42,491 ~ 60,115 dependent on experience**

Grand River Employment and Training Inc. (GRETI) is seeking an enthusiastic individual who enjoys working with adult individuals, willing to provide instruction in the General Equivalency Diploma (GED) program for Ogwehoweh Skills and Trades Training Centre (OSTTC). If you are interested in helping community members with preparatory and academic upgrading, this is the right job for you!

The following qualifications are required:

- Bachelor's degree in Education or related discipline, or
- Bachelor's degree with diploma or certificate in Education
- Minimum five (5) years' experience teaching adults
- Must have a recent (6 months) police record check

For further information on knowledge, skills and abilities please review the job description.

GRETI offers a competitive wage, employee life and health benefits, defined contribution pension plan, three (3) weeks' vacation to start AND other non-required benefits.

**APPLICATION PROCESS:**

Please submit a covering letter that details how your experience, knowledge, skills and abilities fulfill the duties of this position, an updated resume, a copy of your degree and/or certificate along with three work references to:

**Human Resources, P.O Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0.**

Applications may also be faxed and emailed to (f)(519) 445-4777 or [HR@greatsn.com](mailto:HR@greatsn.com); this posting shall remain open until filled.

A copy of the detailed Job Description can be picked up at GREAT between the hours of 8:30 a.m. and 4:30 p.m. Monday to Friday or visit our website at [www.greatsn.com](http://www.greatsn.com).

*GRETI is committed to accessibility for persons with disabilities based upon the core principles of dignity, independence, inclusion, integration, responsiveness and equality of opportunity in employment and training. We welcome all applications; preference will be given to Six Nations members to provide services for the Six Nations community; based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.*



## **INSTRUCTOR – GED/Pre-GED/Academic Upgrading**

### **Reporting Relationship:**

Works under the direction and supervision of the Chief Executive Officer (CEO) or designate of the Business Opportunities division of GRETI.

### **A. PURPOSE AND SCOPE**

The purpose of the Instructor is to research, plan, develop activities and deliver various GED/Pre-GED/Academic Upgrading and/or related programs as defined in established curriculum. Training Programs will align with Ogwehoweh Skills and Trades Training Center's (OSTTC) mission by empowering individuals through education, trades training and professional development.

### **B. QUALIFICATIONS**

- Bachelor's degree in Education or related discipline, or,
- Bachelor's degree with diploma or certificate in Education
- Minimum five (5) years' experience teaching Adult Education
- Preference given to Ontario Teachers College (OTC) certifications

#### Knowledgeable:

- Research techniques
- Curriculum development
- Six Nations' community and its social, economic, and cultural assets.
- Microsoft Office applications and use of the Internet.

#### Skills:

- Oral and written communications
- Proposal writing and report writing
- Customer service
- Good interpersonal skills
- Project management including planning, delivery and monitoring, and evaluations

#### Abilities:

- Partnership development, working with government agencies and community agencies that support continuing education
- Problem solving, analyzing, and conflict resolution skills.
- Organizing and prioritizing a wide variety of tasks with minimal supervision
- Working as part of a multi-disciplinary team.

Must possess a valid Ontario driver's license and be able to work overtime to meet deadlines and emergency situations.



## **C. DUTIES**

The Instructor shall promote OSTTC's goals and objectives, maintain the level of professionalism expected by GRETI as outlined in the Policies and Procedures Manuals, and uphold the ethics of the position. In addition, the position shall complete the following duties as required by the position:

### Responsibilities

- 1) Deliver various GED/Pre-GED/Academic Upgrading and/or related programs as defined in established curriculum
- 2) Develop curriculum/course outlines as per programming
- 3) Organize, mentor and supervise participants to keep team focused and on track
- 4) Maintain and prepare interim reports on status and direction of the project at the end of each intake
- 5) Search and secure resource personnel for the project utilizing community resources and employers
- 6) Set up accreditation of project outreach with local schools and agencies as necessary

### Agreement of Services

- 1) The Instructor shall carry out the Scope of Services in a diligent and professional manner.
- 2) The Instructor shall work in harmony with and report to the Business Development Officer and the CEO, Business Opportunities to ensure a smooth transition into an adult education environment.
- 3) The Instructor shall keep the Business Development Officer and CEO or designate fully informed as to the status of the work through written and verbal reports that are satisfactory to the Business Development Officer and/or CEO in scope and detail.
- 4) GRETI shall at all reasonable times have access to review the ongoing work of the Instructor for purposes of inspecting and determining that work is being performed in accordance with the terms of this agreement.
- 5) Facilitate an exchange of lessons learned and best practices amongst key stakeholders

### Administration

- 1) Develop and implement course outlines for the completion of all projects on a timely basis
- 2) Co-ordinate all aspects of programming and all necessary reporting while remaining within identified budgets
- 3) Complete evaluations forms with each participant
- 4) Maintain daily attendance and assign and correct homework as necessary
- 5) Participate in staff meetings, training and team building



- 6) Accompany and supervise students during extracurricular activities
- 7) Operate projectors, and other audiovisual equipment and office equipment such as photocopier, Smartboard and computer
- 8) Make the appropriate professional referrals to community agencies as required.
- 9) Maintain classroom supplies and prepare requisitions and appropriate approval for same, student incentives, guest speakers, outings etc.

## **E. PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Instructor will spend 80% of their time in a classroom and office setting. The physical demands for the above include: standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, and bending. The remaining 20% will be spent attending meetings and making placement visits.

Non-physical demands are as follows. The noise level in the work environment is usually quiet to moderate. The nature of the position may expose the Instructor to a moderate level of tension and anxiety due to deadlines. The position can expect frequent change of tasks, working closely with others as part of a team, and frequent tedious exacting work.

*This job description does not constitute an employment agreement between the employer and the employee and is subject to change unilaterally by the employer to suit the needs of the employer and requirements of the job.*

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***I, \_\_\_\_\_ understand that this job description forms a part of my employment contract as per section 1.0 Recitals- point 1.1. I understand that it is my responsibility to fulfill the expectations as identified in this job description.***

***Furthermore, I understand that I will review this job description with my manager during my annual performance review to identify changes and or updates to my responsibilities.***

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***Employee Signature***

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***Date***

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***I, \_\_\_\_\_ have reviewed the job description with employee outlining his or her responsibilities and expectations as the Instructor-GED/Pre-GED/Upgrading.***

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***Manager/Supervisor Signature***

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***Date***

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