

INTERNAL AND EXTERNAL JOB POSTING

Accessibility Support Instructor

ISANS is seeking a part-time **Accessibility Support Instructor** to teach adult newcomers with mild to moderate accessibility needs. Our learners have a range of learning, mental, emotional, and physical disabilities. Reporting to the Supervisor & the Manager, Language Services, this position is responsible for:

Duties and responsibilities

- Assessing learners' skills to determine program eligibility, conferencing with other ASP team as needed.
- Assessing learners' needs to develop appropriate programming and/or teaching plans, conferencing with other ASP team as needed.
- Teaching, mentoring, or supporting learners in a class, in small groups, and one-on-one, to a maximum of 7 individuals/groups two times a week.
- Planning, organizing, and adapting activities that are specific to each learner's needs and abilities conferencing with other ASP team as needed.
- Developing Individualized Education Programs (IEPs) for learners who require more complex adaptations that necessitate a one on one context, conferencing with other ASP team as needed.
- Liaising with classroom instructors to help adapt physical space and/or curriculum to meet the needs of learners who can operate in regular classrooms with minor adaptations
- Engaging clients in the community through volunteer opportunities, field trips and activities that encourage authentic practice of English in the community
- Preparing and helping learners transition from classroom to volunteer or supported employment opportunities
- Implementing IEPs, assessing learners' performance, and tracking progress
- Updating IEPs or adaptations throughout the terms to reflect learners' progress and goals
- Maintaining accurate records to ensure program accountability
- Discussing learner's progress with instructors, guardians, supervisor and manager, as needed
- Working with volunteers who support students with accessibility needs
- Liaising with outside and partner organizations to support clients in the classroom whose needs may be beyond internal expertise
- Keeping up-to-date on EAL and settlement issues

General responsibilities:

- Providing information as required for internal/external reports and proposals
- Reviewing and adhering to ISANS workplace policies and procedures
- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Participating fully in regular staff meetings, team meetings, training and development and ISANS events
- Performing other duties as required

The ideal candidate for this position will have the following:

Education:

- Bachelor's degree - Accessible education (formerly "special education"), universal design for learning, disability support or similar field an asset.
- Equivalent combination of education and experience will be accepted.

Experience:

- 2 years' experience in a similar position teaching adults with accessibility needs
- EAL and/or literacy experience

- Experience working in a cross-cultural environment; delivering direct service to immigrants preferred

Knowledge:

- Understanding and knowledge of adult education principles

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Short-term contract to March 31, 2025
- Part-time 17.5 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

Commencement Date: ASAP

Closing Date: Tuesday October 1, 2024- 4:00pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered.

We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.