

Canada Summer Student Grant Position 2023

Literacy Assistant

Tasks and Responsibilities-Job Description:

The Assistant Educational Position will work in Nokee Kwe's Native Education Centre, or from home assisting the Literacy Coordinator with one – one tutoring for adult learners. They will have knowledge of high school level English, Mathematics, Social Studies and Science to assist the learners with their assignments. They will act as mentors to encourage and promote further education and/or employment for the learners.

Customer Service:

- The primary duty for this position is one to one tutoring.
- This requires the candidate to be comfortable aiding adult learners who may be shy about skill deficits.
- The candidate will learn about creation and maintenance of safe space with Indigenous and non-Indigenous learners.
- They will become familiar with privacy legislation.
- Ensure that service delivery content meets the needs of the community by conducting focus groups, surveys, etc. to gather information.

Teamwork:

- Participate in cross-functional teams for the purpose of curriculum and content development.
- Assist, as part of a team, in the design, development, maintenance, implementation, and evaluation of current and new training materials to be used for online and classroom-based training courses.

Communication:

- The candidate will develop communication skills to explain complex concepts to adult learners.
- The candidate will be required to provide feedback to learners and communicate progress to the Literacy Coordinator
- The candidate may additionally be required to assist with the development of written learning activities to meet specific learner needs.
- Use adult learning theories of instructional design, and work with a metrics team to measure the effectiveness and relevance of instruction based on a solid understanding of recognized curriculum development processes.
- Conduct gap analyses as required to determine that program content meets the goals of the course and is delivered in 'plain language.'

Digital Skills:

- The candidate will be required to assist learners with navigation of online secondary school credits.
- The candidate will be required to assist learners with the formatting and submission of digital documents.
- The candidate will have the opportunity to assist with teaching introductory computer skills.
- The student may be required to work from home using a variety of digital tools, including Zoom, Google Meet and other Google tools.
- Use and develop skills in communications technology, specifically digital TV/Phone/camera/video/printers, and web-streaming.

Leadership:

- The candidate will provide supervision for adult learners.
- The candidate will have an opportunity to lead small group classes on topics of interest with the support of the Literacy Coordinator
- The candidate will have an opportunity to network with other Adult Literacy Practitioners within the local community of practice.
- The student will work in a culturally sensitive environment and assist in the development of objectives/curriculum for new/existing learning projects.

Other:

The student will learn Indigenous cultural competencies and be able to apply these in a work environment. They will attend group training where they will learn how to search and apply labour market information effectively and efficiently.