



Program Instructor Description

Fall 2018

Purpose:	<p>The position of the <i>Let's R.E.A.D.</i> program instructor supports one of the Learning Disabilities Association of Niagara Region's reading programs. This position is designed to motivate and help children gain confidence and academic success in reading. It is also designed to help volunteers gain knowledge and experience in working with children who experience difficulties learning essential literacy skills due to a learning disability. Therefore this position is responsible for assisting in the coordination, safety, delivery, and supervision of the <i>Let's R.E.A.D.</i> program.</p> <p>Please note: This is a paid position.</p>
Job Title:	Let's R.E.A.D. Program Instructor
Location:	The Let's R.E.A.D. Program will be conducted in local school classrooms in Niagara Falls, Fort Erie, Port Colborne, Beamsville and St.Catharines. This program has <u>two</u> program instructors per site – 1 one-on-one instructor and 1 group instructor.
Key Responsibilities:	<p>The Let's R.E.A.D. program instructor will:</p> <ul style="list-style-type: none">• Support the Project coordinator to implement and deliver the Let's R.E.A.D. Program;• Supervise and monitor children as they work through various literacy activities;• Ensure a smooth and timely transition between activities and instructional literacy blocks;• Supervise and support the program volunteers who assist by implementing the activity at the stations;• Ensure each program volunteer provides a positive learning environment to invoke self-motivation as the children develop their reading skills;• Provide regular constructive feedback on the program volunteers' progress;• Track the literacy volunteers' progress and abilities;• Regulate program volunteers' attendance (sign-in/out) and children's attendance (sign-in/out);• Regulate pick-up and drop-off of children, ensuring only authorized adults pick-up the participants;• Unlock and lock up before and after each session, if required;• Communicate to volunteers and parents about upcoming LDANR events;• Be the liaison between the LDANR staff and parents and volunteers;• Answer questions and concerns of parents/guardians;• Provide observation notes and parent feedback to the Project Coordinator;• Report to the Project Coordinator weekly, and duties as required.
Reports to:	Project Coordinator
Length of Appointment:	The Let's R.E.A.D. program instructor will serve for 8 weeks for the Fall 2018 (October-December) program, excluding Brock's Reading Week (October 8-12 th) and Halloween (October 31 st). The program instructor is eligible to continue for other sessions with approval from the Project Coordinator.
Time Commitment:	The Let's R.E.A.D. program instructor position requires a minimum of four hours per week, for each week that the program is in session. In addition, each program

instructor must attend orientation/training for approximately two hours. Programs run from 6:00pm – 7:00pm (or 3:15-4:15pm in Port Colborne) twice per week, either Monday/Wednesday or Tuesday/Thursday, depending on program location. **Instructors are required to be at program 30 minutes before program and stay 30 minutes after program.**

Mandatory Activities:

- Attend meetings as necessary
- Attend training sessions
- Responsible for transportation to and from program locations
- Must fill out time sheets
- Reporting to Project Coordinator each week
- Filling out Incident/Accident forms when necessary
- Collecting volunteer time sheets

Qualifications:

Eligible candidates for the Let's R.E.A.D. program instructor position include individuals who have earned a post-secondary education or are currently earning a degree and have passed a criminal reference check.

- First Aid/CPR
- Previous experience working with individuals with learning disabilities and/or children
- Previous experience managing groups of people
- Bachelor of Education an asset, but not required
- Completion of *Accessibility of Ontarians with Disabilities Act (AODA) training module* (on website)
- Completion of *Ministry of Labour Worker Health and Safety Awareness in 4 Steps training module* (on website)
- Drivers license is an asset (must have own transportation)

Skills:

Participants should demonstrate:

- Excellent verbal and written communication skills
- The ability to work independently and as part of a team
- Organization and professionalism
- Assertiveness, responsibility, and reliability
- The ability to meet deadlines within a specified timeframe

Benefits:

Will develop skills related to the association

- Understanding the functions and roles of LDANR
- Identifying and utilizing community resources
- Gaining understanding of the issues and needs of the client
- Increased knowledge of Learning Disabilities and AD(H)D

Support Provided: Training for this position will be provided at the orientation session. In addition, the Project Coordinator is available on an ongoing basis to answer questions and provide assistance as needed. The program instructor will have full access to our resource library/center for resources, tools, games and books that would be useful for literacy sessions. Please note the literacy program is already designed and the instructor will be responsible for implementing the program effectively.

Please send resume and cover letter by **August 10th, 2018** to
Steph McCorrison, Project Coordinator
Email: projectsldan@cogeco.net

Along with these, please specify your preferred position (one-on-one instructor or group instructor) as well as your location of preference (St. Catharines, Niagara Falls, Stevensville, or Fonthill) and evening availability (Monday/Wednesday or Tuesday/Thursday).

Only those considered for an interview will be contacted. Thank you!

Learning Disabilities Association of Niagara Region is committed to our Accessibility and Accommodation policy. We welcome and encourage applications from individuals with disabilities. Candidates taking part in all aspects of the recruitment and selection process are encouraged to communicate needs for accommodation and we will partner with you to meet those needs.