**HIRING**

**Mobile Digital Literacy Teacher (Adult Learning)**

Saint John Kings Adult Learning Inc. is looking for a full-time Digital Literacy teacher to deliver mobile classes between Saint John and Sussex beginning in September 2023.

SJKAL is a non-profit organization providing learning opportunities to adults throughout the region. Our classes are small (approximately 8 learners) and teaching is individualized to best meet the learner’s needs. We focus on enhancing reading, writing, math, and digital literacy (computer) skills to assist adults (age 18+) in their preparation to write the GED Tests, continue with further training, and/or improve their employment opportunities.

**General Job Description**

* Mobile delivery of the Digital Literacy Program curriculum (mileage paid).
* Conduct intake assessment of learners to accurately assess digital literacy skill levels
* Prepare courses for presentation to adult learners according to approved curriculum;
* Ensure proper paperwork is completed and submitted to referral agencies
* Plan, organize and oversee program activities according to learner needs;
* Complete and/or update CALS’ online Learner Registry on a daily basis. This includes maintaining daily attendance records and submitting monthly reports;
* Attend regional meetings with Regional Committee Employee and Regional Adult Learning

Consultant; and attend employer approved professional development workshops.

**Position requirements**

* Criminal record check
* Reliable transportation and class 5 license
* Available to work flexible hours (e.g. may need to work evenings; may need to work at the
* worksite of learners)
* First Aid/CPR certification an asset

**Qualifications**

* Bachelor of Education, Adult Education Learning Certificate or other suitable education considered.
* Demonstrated digital literacy skills - proficient in Microsoft Office, Excel and PowerPoint

**Experience**

* At least 2 years’ experience teaching basic digital literacy courses
* Ability to facilitate both individual and group learning
* Ability to use a variety of teaching/learning strategies in order to engage learners with diverse
* learning needs and styles
* Experience in mentoring would be an asset

**If you or anyone you know is interested in this position, please forward a resume and cover letter to: Shilow MacDonald, Executive Director at** [**EDSJKAL@gmail.com**](mailto:EDSJKAL@gmail.com)**.**

**Visit our website at** [**www.sjkingsadultlearning.ca**](http://www.sjkingsadultlearning.ca)