



## CAREER OPPORTUNITY

DDS is a non-profit organization that offers services and educational programs to promote self-reliance with the Deaf, deaf, deafened and hard of hearing community. DDS is committed to increasing Deaf cultural awareness.

**Date:** January 9, 2012  
**Position:** Literacy Instructor Assistant  
**Location:** Oshawa, Ontario  
**Start Date:** Immediately  
**Position Status:** Contract; Part-Time; 15 hours per week to March 30, 2012

### Position Summary

The Literacy Instructor Assistant will provide English, numeracy, ASL and computer literacy instruction at the Durham Deaf Literacy Program in Oshawa in accordance with the guidelines set forth by MTCU – LBS for the Deaf Stream Literacy Programs.

**Immediate Supervisor:** Deaf Literacy Program Co-ordinator

The Literacy Instructor Assistant should fulfil the following duties:

### Responsibilities and Duties

- 1. Work as part of a team with existing staff members to provide a literacy program for Deaf and hard of hearing learners based on the bilingual-bicultural model.**
  - Understand and follow the guidelines for literacy under the Deaf Stream set forth by the Ministry of Training, Colleges and Universities (MTCU).
  - Understand and implement the five Literacy and Basic Skills (LBS) Services; intake and referral, assessment, training plan development, training, and follow-up.
  - Teach Deaf learners English/ASL literacy, numeracy, workplace/workforce, and computer literacy to help them meet their employment, educational and personal goals/needs.
  - Assist with the development of curriculum for English/ASL literacy, numeracy and computer literacy.
  - Prepare daily lesson plans and teach Deaf learners.
  - Ensure that all learners record their hours of attendance in the daily attendance book.

## **2. Participate in meetings; pursue professional development and network with other literacy organizations.**

- Educate the community about the services to generate appropriate referrals.
- Participate in staff meetings and professional development training.

### **Qualifications**

#### Education

ASL and Literacy Instructor Program (ALIP) Diploma, Adult Education Training Certificate and/or equivalent experience. Demonstration of ongoing participation in educational pursuits or professional development is preferred.

#### Experience

Experience in a Deaf literacy program as an instructor is preferred.

#### Skills and Knowledge

Knowledge of the literacy field is essential. Fluency in American Sign Language and English and an awareness of Canadian Deaf culture is required. Must possess above average computer skills including proficiency in Microsoft Word and Excel and use of the Internet. Excellent interpersonal, communication, organizational and time management skills are required.

#### Abilities

It is critical that the applicant be able to work independently and as part of a team. The applicant must be flexible and willing to take on new responsibilities. The applicant must have an understanding and acceptance of diversity issues.

**Closing Date:** January 20, 2012

#### **Send resume to:**

Durham Deaf Services                      or        via e-mail at [ybrown@durhamdeaf.org](mailto:ybrown@durhamdeaf.org)  
750 King St. East  
Oshawa, ON L1H 1G9  
**Attention: Yvonne Brown**