



PTP Job Description

Job Title: *Instructor*
Reports to: *Manager*

Job Description:

PTP Instructors are responsible for lesson planning, materials preparation and classroom delivery of programs assigned to them. To ensure programs reflect participant needs and goals, instructors are required to deliver contextual programming and to report regularly on classroom activities and participant progress. Instructors may also facilitate groups in the TEAMWorks component of the program. PTP instructors are also expected to keep up with changes in the field of adult education, to integrate new programming initiatives into their lesson planning and, together with their colleagues, to maintain through development and innovation programming that achieves the highest standards in adult education practice.

Duties and Responsibilities of this position include:

- 1. Delivering classes as assigned using lesson plans, discussions, printed materials, audio-visual presentations, field trips, hand-on projects*
- 2. Preparing lesson plans and materials that reflect PTP's contextual literacy programming*
- 3. Assessing, tracking and reporting participant progress*
- 4. Maintaining lesson plans and materials on site*
- 5. Ensuring lesson plans and materials are prepared in advance*
- 6. Completing reports and documenting activities as required*
- 7. Providing student support on an individual basis as required*
- 8. Creating a safe, friendly and engaging learning environment that fosters independent and group learning*
- 9. Assisting students to develop employability skills*
- 10. Preparing monthly reports on individual students when required*
- 11. Attending meetings as required*
- 12. Adhering to PTP policies*
- 13. Undertaking other tasks as assigned*

This position supervises:

- Volunteers on occasion*