



**Role Title: Education Instructor**

**Reports to: Program Director**

**What this job is really like:**

As Education Instructor at Thrive you are responsible for providing one on one foundational literacy & numeracy, teaching GED classes, content for High School Credits and Barton Reading & Spelling System. You will work with participants to assess their educational and employment needs and create individualized plans based on these assessments.

You have a strong background in adult education, and have worked with vulnerable populations. You are passionate about education and know how to use differentiated instruction to support a variety of learning needs and challenges. You have the competencies to teach foundational literacy & numeracy material and can also teach GED. You build strong relationships with people and are an excellent motivator to encourage growth. You understand the anxiety and stress that generally comes with going back to school and you know how to help people process these feelings.

The right person for this position is a strong team player, highly organized and can manage small group learning environments. They don't give up on people, and don't get disappointed in participants when they don't follow through or it seems progress made is starting to unravel.

You have healthy boundaries. You strive to find the balance of giving 100% to participants, but also know when you've given enough and you need to take care of yourself.



The Jobholder is typically responsible for:	This job will typically be measured by
<ul style="list-style-type: none"> <li>• Provide ongoing emotional support, encouragement and unconditional acceptance to participants;</li> <li>• Build working relationships with each participant, getting to know them as unique individuals and clarifying the role of the Education Instructor;</li> <li>• Assess education needs;</li> <li>• Provide individual instruction and GED classes;</li> <li>• Assist participants in meeting their basic needs;</li> <li>• Work with the Support/Outreach Coordinators to implement the education goals set out within the support plan;</li> <li>• Facilitate referral process to external services;</li> <li>• Coordinate transportation supports required to attend educational programming</li> <li>• Support crisis intervention and safety plans established for participants;</li> <li>• Ensure all documentation, statistics and other data is accurately captured in ARMS;</li> <li>• Participate in staff meetings;</li> <li>• Ensure compliance with organizational policies and procedures;</li> <li>• Follow up with participants if they are missing sessions;</li> <li>• Seek opportunities to address barriers preventing the full participation in education supports;</li> <li>• Support application processes for post-secondary schooling;</li> <li>• All other duties relevant to facilitating services and supports to increase participant’s probability of achieving educational goals;</li> <li>• Embrace a variety of technologies to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Strong relationships built with participants;</li> <li>• Ability to create plans to meet individual learning needs;</li> <li>• Proactively reaching out to participants and engaging in education programming</li> <li>• Maintaining healthy boundaries</li> <li>• Strong skills in teaching a wide variety of curriculum</li> </ul>

Knowledge & Experience Requirements	Competencies Required
<ul style="list-style-type: none"> <li>• Degree in Education</li> <li>• 2 years’ experience teaching populations with complex needs. Specific experience with persons who have experienced sexual exploitation or sex work is an asset;</li> <li>• Program development experience;</li> <li>• Excellent knowledge of community employment supports and services;</li> <li>• Excellent conflict resolution skills;</li> <li>• Skilled in negotiation and relationship building</li> <li>• Strong organizational skills</li> <li>• Excellent analytical and problem solving skills;</li> <li>• Excellent knowledge of educational supports available</li> </ul>	<ul style="list-style-type: none"> <li>• Decision Making</li> <li>• Effective Communication</li> <li>• Learning Focus</li> <li>• Building Trusting Relationships</li> <li>• Resilience</li> </ul>

Working Conditions & Physical Effort
<ul style="list-style-type: none"> <li>• Full Time position, 35 hours per week</li> <li>• Flexible Work Schedule,</li> <li>• Work will largely be performed within a classroom setting</li> <li>• Vulnerable sector screening and criminal record check is required;</li> <li>• The environment will often times involve crisis situations which may pose safety concerns to participants and the staff team and will be considered high stress situations</li> </ul>



- High exposure to participants trauma through sharing of information

**Other Aspects of the role**

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*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*