



Posting – Continuing Education Position

## Personal Support Worker Program Teacher

February 2021 – June 2021

Grade(s): Gr. 11, Gr. 12, Adult Education

### General Job Description:

- Provide quality delivery of assigned courses using the appropriate method, including teaching, demonstrating, and lecturing in compliance with DSBN policies & procedures, and under the requirements of PSWEPA/OCSA accreditation.
- Responsible for administration of an assigned course of study within a diploma/certificate program by planning, overseeing, and evaluating the activities of students in the assigned academic program.

### Job Responsibilities:

#### Instruction

##### *Primary Duties:*

- Plan, prepare and deliver quality classroom instruction in lecture and or laboratory format based on the approved curricula
- Select and utilize a variety of approved course materials and teaching methods - using lectures, demonstrations, labs, discussion groups, clinic sessions, and seminars - to ensure the needs of the individual students are met in the program
- Inform students about course requirements, evaluation procedures, and attendance policies
- Deliver communications on school policy, financial aid, and academics based on administrators' direction
- Manage classroom teaching conditions and environment through active instructor presence in order to promote positive classroom discipline and control, and timely class meetings and instruction
- Motivate students by demonstrating sensitivity for their concerns and actively involving them in classroom discussions and/or activities
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, sexual orientation, disability, and ethnic backgrounds of students

#### Administration

##### *Primary Duties:*

- Contribute actively to the process of curriculum review and accreditation process
- Achieve assigned retention rate in accordance with the program, accreditation and DSBN guidelines by maintaining accurate attendance records daily and communicating attendance concerns to the program coordinator or designate
- Timely completion of all official academic records, including grade reports, skills reviews, and plans/logs
- Implement and manage DSBN policies and procedures such as attendance, grade reports, midterm reports, and all other assigned educational materials on a timely basis
- Participate in staff meetings, committee meetings, professional development workshops, graduation ceremonies, and other program functions as requested
- Maintain classroom, clinic, and lab areas making certain that all areas are in working condition; request necessary class and clinical supplies



## Qualifications

- Must be OCT qualified
- Senior qualifications in Health Care – (Course TPJ)
- Registered Nurse in Ontario
- Experience instructing within a PSW program

## Program Details:

- Duration: February 4, 2021 until June 25, 2021- Monday to Friday (no classes over March Break)
- Location: Lifetime Learning Centre, 535 Lake Street St. Catharines, ON.
- Position: Secondary Long-Term Occasional Assignment
- Please note: Teachers are not paid for the students' unsupervised practicum placement and various other placement requirements.

**Please submit your completed application by 4:00 p.m., Monday, January 25, 2021.**

**Apply by e-mail to: [Teacherapplications\\_LLC@dsbn.org](mailto:Teacherapplications_LLC@dsbn.org)**

**Adult & Community Education  
535 Lake St.  
St. Catharines, ON  
L2N 4H7  
Phone: (905) 646-3737  
Fax: (905) 646-9377**

### **PLEASE READ:**

Adult Education enrolment positions are filled in accordance with Article 19.03 of the OSSTF Collective Agreement. It is understood that teaching appointments to Adult Education are tentative and subject to actual enrolment. Successful applicants will be contacted by e-mail.

The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of our region. We encourage submissions from candidates who represent the various dimensions of diversity. We will make interview and employment accommodations during the selection process, based on any of the human rights protected grounds. Please notify us in advance and we will work with you to meet your needs. Applicants are thanked for making known their interest in working for the District School Board of Niagara. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

**A copy of your most recent Ontario College of Teachers Certificate of Qualification and Registration is part of your application.**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**



Adult and Community Education  
**CONTINUING EDUCATION TEACHER APPLICATION 2021**  
Personal Support Worker Program Credit Program

**PLEASE PRINT**

Name: \_\_\_\_\_ DSBN Employee #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Apt/Unit#: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Phone (School): \_\_\_\_\_ Current School: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**TEACHER QUALIFICATIONS - Teacher Certificates Held**

**Basic Qualifications:**  Primary  Junior  Intermediate  Senior (Please check all that apply)

**Certified Subject Areas:** \_\_\_\_\_

**Years of Teaching Night School with DSBN:** \_\_\_\_\_

**Years of Contract Teaching Secondary Day School:** \_\_\_\_\_

**Years of Secondary Occasional Teaching Experience:** \_\_\_\_\_

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