Posting – Continuing Education Position

Personal Support Worker Program Teacher
September 2016 – June 2017
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
- Plan, prepare and deliver quality classroom instruction in lecture and or laboratory format based on the approved curricula

Primary Duties:
- Select and utilize a variety of approved course materials and teaching methods - using lectures, demonstrations, labs, discussion groups, clinic sessions, and seminars - to insure 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
• I/S qualifications in Health Care Services
• Registered Nurse in Ontario
• Experience instructing within a PSW program

Secondary Teacher Application Information
• Applicants must be OCT qualified to teach in the Intermediate and/or Senior subject area.
• Attached please find a teacher application form for Continuing Education credit courses.
• Rate of Pay is $45.34 per hour
• Classes run every Tuesday and Thursday evenings, 5:00pm - 10:00pm and 2 Saturday/Sundays (7:30a.m – 3:30p.m.) each month, excluding Christmas Break & March Break.
• Starting September 8, 2016 until June 15, 2017.

Please submit your completed application by 4:00p.m., Monday, June 13, 2016.
Either In person, or by fax, mail or e-mail to:

Ed Stavnitzky, Administrator
Adult & Community Education
535 Lake St
St. Catharines, ON
L2N 4H7
Phone: (905) 687-7000
Fax: (905) 646-7042
Email address: Ed.Stavnitzky@dsbn.org

PLEASE READ:
Night School enrolment positions will be filled in accordance with Article 19.03 of the OSSTF Collective Agreement. It is understood that teaching appointments to Night School are tentative, subject to actual enrolment. The decision as to which classes will be running will be made before September 6, 2016. Successful applicants will be contacted by e-mail.
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
CONTINUING EDUCATION TEACHER APPLICATION 2016
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: ________________________________

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