

POSITION SUMMARY

The Conversation Class Facilitator is primarily responsible for providing assistance to help newcomers learn conversation, communication and soft skills. The Facilitator is responsible for facilitating listening and speaking activities that will support newcomers as they practice and enrich their English language skills, in a welcoming comfortable group environment.

SCOPE OF WORK

1. Division: Education & Training
2. Function: Instructor Aide
3. Supervisor: EAL & Literacy Coordinator
4. Direct Reports: None
5. Budget Responsibility: None

RESPONSIBILITIES

Duties and responsibilities include, **but are not limited to** the following:

Classroom Facilitation

- Facilitate conversation and assist learners to gain more confidence in general communications
- Build rapport with students to facilitate a positive experience.
- Facilitate discussions with curriculum provided
- Maintain a professional image and courteous demeanor with students and staff
- Maintain a safe, secure and respect classroom environment
- Identify resources and equipment appropriate to support learner development
- Assist with room set-up and clean up
- Meet reporting requirements as assigned

Knowledge, Skills, Abilities and Education

Candidates must be able to demonstrate:

- Excellent communication skills
- Excellent organizational skills
- Knowledge of adult education principles
- Knowledge of and the ability to communicate effectively and cooperatively with people from various backgrounds
- Ability to assess students' learning needs and to facilitate learning opportunities to meet those needs
- Ability to innovate and motivate, including a capacity to deal appropriately and effectively with challenges, issues and problems
- Well-developed time management and organizational skills
- Willingness to work with individuals from diverse backgrounds
- Making the best use of the blended learning environment and smooth the transition process from traditional to blended classrooms

Conversation Class Facilitator

ADDITIONAL REQUIREMENTS

- Function within the policies and administrative procedures of the College
- Accept other responsibilities as assigned
- Travel within the College region and within the province, sometimes out of province for PD may be necessary at certain times of year with the possibility of a few overnight stays. Candidate must possess a valid Province of Saskatchewan driver's license (or equivalent)
- Travel independently to fulfill the requirements of the position

QUALIFICATIONS

Knowledge and Skills

- Knowledge of adult student characteristics
- Knowledge of adult basic education content areas
- Teaching ability in ABE or GED content areas
- Ability to organize data to produce student reports
- Ability to make decisions concerning student instruction, including but not limited to appropriate use of self-directed study options
- Functional knowledge of on-line tools such as Google Classroom and Zoom for instructional purposes

Education and Experience

- Minimum education requirements include a Grade 12 diploma supplemented with one year working in a facilitation or educational context
- TESL Accreditation is an asset but not required
- ESL teaching and/or knowledge of different cultures will be considered an asset
- Experience working in cross-cultural learning environments is an asset

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