



## Job Description- CSI Instructor

### Position Summary

The CSI Instructor will be responsible for the planning and implementation of the CSI summer program, which has been designed to increase the literacy and numeracy skills of students prevent summer learning loss. The job gives University Instructors an opportunity to work with a group of 15-20 children in a school setting using an activity-based approach to education. They will work in a team of 4 to 5 University Instructors, in addition to high school students from the local communities who are employed as Assistants.

### Duties & Responsibilities

#### *Program Development and Administration*

- Participate in the instructor training
- Plan, organize, lead, and supervise CSI activities, inclusive of field trip organization (i.e. expectations of staff and children, bus rules, etc.)
- Teach children in an activity-based setting
- Provide an environment that is physically and emotionally safe for all children
- Assist in evaluation of the program

#### *Managing Team*

- Mentor and guide High School Assistants
- Establish and maintain effective working relationships with other staff and volunteers

#### *Nurturing Positive Relationships & Communication*

- Act as a positive role model for children
- Use positive, appropriate language, and demonstrate effective listening skills
- Practice confidentiality and professionalism
- Use standard reporting procedures for incidents that arise during the program

### Required Knowledge, Skills and Abilities

The incumbent must have proficient *knowledge* in the following areas:

- child development and early education theories and practices
- relevant legislation, policies and procedures to ensure that children are supervised and safe at all times
- an understanding of the cultural environment

#### *Skills and Abilities*

The incumbent must demonstrate the following skills and abilities:

- teaching
- supervisory
- effective verbal and listening
- be respectful, consistent, and fair

- be flexible
- be compassionate and understanding

**Education and Experience**

- Experience working with children ranging from 6-18 years of age.
- Teaching experience
- Knowledge of cultural considerations
- Current and valid Emergency First Aid/CPR Certification
- Post-secondary education in education is an asset

**Conditions of Employment:**

Must be able to obtain and maintain a clean Criminal Records Check and Child Abuse Check

**Directly Supervises:**

High School Student Assistants, volunteers and children participating in the program

**Pay:**

\$12.25/hour (rate is inclusive of 4% vacation pay)

**Hours:**

8:30am – 4:00pm, Monday to Friday

I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.

Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_