October 13, 2023

**NOC 64409 Technologies Instructor**

**Job Summary:**

This position includes some travel to Yukon communities and is primarily responsible for providing technological and computer literacy instruction to adult learners for the Yukon Tech Talks and Yukon Tech Roadshow. The Technologies Instructor will work specifically in the topic of technologies (such as smartphones, tablets, and other devices) as well as with the internet, Microsoft Office, and other related duties. Reporting to the Executive Director, the Technologies Instructor will assist clients in becoming technologically literate.

**Primary Duties:**

* Coordinate, plan, organize, conduct both theoretical and practical lessons in areas of technologies, smart device and computer related instruction
* Instruct/develop programs and courses, both in-person and via Zoom
* Consult and liaise with other instructors as needed, to integrate program/ course content or to team-teach
* Client case management including maintaining accurate records of student assessment, progress reports, attendance, background information, and final reports
* Assign and review work of students
* Research and maintain effective curriculum through reviewing, writing instructional materials, learning material aids, and assessing audio­visual resources for content and accuracy
* Work closely, and maintain excellent relations with Yukon University
* Work closely and maintain excellent relations with program contributors
* Assist YLS staff and/or contractors, instructors and/or facilitators
* Interview and assess clients

**Other Duties:**

* Report status and progress of program and make recommendations
* Plan the course schedules and assignments, and ensure that the appropriate administrative practices are followed
* Stay current in the latest technologies and in adult education
* Ensure program/course relevance by participating in relevant professional activities and liaising with other instructors/institutions
* Provide support to tutors, volunteers and clients
* Provide information on Yukon Learn Society
* Review literacy materials and tools for use recommendations
* Research technologies that will be useful to learners
* Attend meetings as required
* Other duties as assigned

**Qualifications:**

* Educational background and/or experience and/or training in Adult Basic Education or Information Technology
* Strong knowledge of technology, education, and literacy issues related to adults
* Excellent understanding of popular devices (such as smartphones, tablets, computer software, and other emerging technologies)
* Strong knowledge of issues surrounding learning disabilities
* Knowledge of the social conditions and dynamics prevailing in Yukon communities
* Experience with Zoom and other video conferencing technologies considered an asset.

**Job Requirements:**

* Travel to the Yukon communities on occasion

**Conditions of Employment:**

* Criminal Record Check with vulnerable sector clearance
* Valid Class 5 Yukon Driver's License

If you are interested in putting your name forward as a candidate, please submit your resume and cover letter, addressed to Julie Anne Ames, to julie.anne.ames@yukonlearn.com.

We thank all those who apply, however only those selected for further consideration will be contacted.