



JOB POSTING

No: CUPE B-27-0021

POSTED: September 14, 2026

DEADLINE: 4:30 p.m., September 25, 2026

Supply Essential Skills Upgrading (ESU) Instructor All Levels Various Locations

Business Development & Community Services

Region: Various

**\$51.43 per hour (plus 3.4% statutory holiday pay and 4% vacation pay)
(C.U.P.E. Local 4400, Unit B)**

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

The Toronto District School Board invites applications for the position of Essential Skills Upgrading Instructor at the above location. This position will report to the ESU Program Officer, the ESU Instructor will be responsible for providing goal-directed, outcome-based and learner-centered instruction aligned with the Ontario Adult Literacy Curriculum Framework (OALCF) to adult learners.

Summary of Duties:

- Provide literacy instruction in communication, numeracy, and digital technology skills to learners in accordance with MLITSD Get SET (Skills, Education and Training) program guidelines and adult education principles;
- Develop an individual Learner Plan with each learner based on initial assessment and learner goals;
- Conduct regular and timely goal-setting, plan review, and evaluation processes with learners;
- Develop a program appropriate to meeting the identified learner goals and preparing learners to be transition-ready;
- Report on the progress of learners as required;
- Provide information and referral to training programs and services to support ESU learners;
- Plan day-to-day activities using relevant resources and methods of delivery appropriate to adults;
- Enter absence into Smart Find Express (SFE) and notify Program Officer to ensure class coverage as required;
- Prepare all required materials (e.g. equipment, handouts, etc.) prior to class time;
- Ensure learners are aware of lesson objectives and outcomes;
- Ensure various learning styles are identified and accommodated;
- Record and maintain accurate and up-to-date attendance registers, report on attendance as required;
- Keep learner portfolios and assessment records secure, accurate and up to date;

- Provide a safe, nurturing, bias-free, positive and respectful learning environment that recognizes individual differences;
- Update the Instructor manual with current information as provided;
- Keep informed of current Adult Literacy theory and practice, including the Ontario Adult Literacy Curriculum Framework (OALCF) and materials supplied by Program Coordinator or designate;
- Operate in accordance with related TDSB and department policies, procedures and requirements (e.g. Human Rights, Code of Conduct, Communication Protocols, Health & Safety, Respectful Learning And Working Environment);
- Take appropriate action in conflict or emergency situations according to TDSB policies and procedures and report to Program Coordinator or designate; in non-TDSB locations, be familiar with organizational (emergency/evacuation) procedures;
- Ensure the classroom and equipment is tidy and secure at the close of class; and
- Other related duties as assigned.

Qualifications:

- Post-secondary degree from an accredited institution with one year related experience teaching in adult literacy program or equivalent;
- Successful completion of a certificate program in Adult Education;
- Demonstrated experience developing an appropriate learner-centred program within a classroom setting;
- Thorough knowledge of the principles of adult education;
- Working knowledge of the ESU Guidelines;
- Demonstrated understanding of the Ontario Adult Literacy Curriculum Framework;
- Demonstrated ability to interact co-operatively with learners, staff and supervisors;
- Demonstrated ability to effectively adapt the curriculum based on the experiences, social context and life goals of the learners;
- Demonstrated willingness and ability to work in a multicultural, multiracial environment;
- Experience working with adult learners at various levels;
- Excellent communication skills in oral and written English as well as strong interpersonal skills;
- Demonstrated experience using information technology as a teaching and learning tool;
- Ability to work independently and as part of a team; and
- Computer skills including MS Office, internet, and familiarity with related program software.

Asset:

- Teacher training with a focus on teaching reading, writing, or special education.

Hours of work:

Based on operational requirements, and in accordance with funder requirements.

Program Period: September to June

Schedule/Hours/Location: Various

Applicants should attach a copy of their current resume and qualifications. Résumés should indicate qualifications, ability and experience applicable to this position. A separate application and/or resume must be submitted for each individual job posting. Applications should be submitted no later than **4:30 p.m. September 25, 2026** to:

**Toronto District School Board
People and Culture – Unit B
Attention: Staffing Officer**

**Please quote Competition #CUPE B-27-0021 when responding to this Job Posting.
Place this number on the email subject line:**

Competition Number	Region	Location
CUPE B-27-0021	Various	Various

Please Note:

- a) Applications should be submitted using the following method:
 - E-mail to applications.unitb@tdsb.on.ca
Note: Keep a copy of your sent email confirmation as proof of your submission.
- b) We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.
- c) TDSB uses artificial intelligence (AI) tools to support parts of the recruitment process, including the initial review of applications. These tools operate based on predefined criteria and do not make final hiring decisions. If you have questions or concerns about the use of AI in the recruitment process, please contact tdsbcareers@tdsb.on.ca.
- d) Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.