

JOB POSTING

No: CUPE B-27-0022

POSTED: September 14, 2026

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

Supply Essential Skills Upgrading (ESU) Assessor Various Locations

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 Supply Essential Skills Upgrading (ESU) Assessor at various locations. This position will report to the ESU Program Officer.

Summary of Duties:

- Conduct initial interview and literacy assessments, both virtual and in-person, in accordance with MLITSD Get SET (Skills, Education and Training) program guidelines for regular ESU classrooms and Special Needs.
- Conduct outreach activities required to meet funder contract targets, including but not limited to the development and delivery of program presentations, conducting orientation sessions, participating in community events, seeking out, developing, and maintaining relationships with referring agencies.
- Contribute to the development and implementation of a program-wide, city-wide Outreach Strategy.
- Confirm an individual's eligibility for ESU service.
- Place learners in an appropriate ESU delivery site.
- Refer those not eligible for ESU to a more appropriate educational or training program.
- Enter absence into Smart Find Express (SFE) and notify Program Officer to ensure coverage as required.
- Conduct ongoing research on training and employment resources.
- Network and liaise with community agencies, credit programs, career centres, businesses, training institutions and other appropriate offices in order to remain knowledgeable regarding the full spectrum of career/vocational training programs and their educational entrance requirements.
- Prepare reports and documentation as required.
- Enter and look up learner data as required, using provincial information management systems.
- Conduct occasional evening interviews for night school classes.
- Attend training sessions and meetings as required.
- Provide a safe, nurturing, bias-free, positive, and respectful environment that recognizes individual differences.
- Familiarity with ESU Handbook.

- Keep informed of current Adult ESU 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 policies, procedures, and requirements (e.g., Human Rights, Safe Schools, Health & Safety).
- Take appropriate action in conflict or emergency situations according to TDSB policies and procedures: report to Program Coordinator or designate; in non-TDSB locations be familiar with organizational (emergency/evacuation) procedures.
- Itinerant to the needs of the program.
- Other duties as assigned.

Skills:

- Demonstrated experience developing an appropriate learner-centred program within a classroom setting.
- Demonstrated experience instructing adults in the Get SET Program in a classroom setting.
- Thorough knowledge of the principles of adult education.
- Thorough understanding of the Ontario Adult Literacy Curriculum Framework
- Demonstrated understanding of outcome-based education.
- Demonstrated ability to interact co-operatively with learners, staff, and supervisors.
- Demonstrated willingness and ability to work in a multicultural, multiracial environment.
- Demonstrated experience using information technology as a teaching and learning tool.
- Thorough knowledge of the principles and methodology of literacy assessment.
- Working knowledge of the ESU Guidelines.
- Thorough knowledge of community services relevant to the field of literacy.
- Experience in assessment, placement, and referral of adult literacy learners.
- Related work experience in academic and employment counselling.
- Experience using computerized information management systems.
- Excellent communication skills in oral and written English as well as strong interpersonal skills.
- Ability to work independently and as part of a team.
- Computer skills including Microsoft Office, internet, and familiarity with related program software.

Education:

- Post-secondary degree from an accredited institution with two years related experience in assessment, placement, referral, and instruction of adult literacy learners in an educational setting or equivalent.
- Successful completion of a certificate or diploma program in Adult Education.

Assets:

- Certificate, diploma, or specialized training in academic employment counselling.
- Teacher training with a focus on teaching reading, writing, or special education.

Special Requirements:

- Travel is required to conduct assessments at offsite locations.

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. 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. on September 25, 2026** to:

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

Please quote Competition #CUPE B-27-0022 when responding to this Job Posting. Place this number on the covering letter and email subject line:

Competition Number	Region	Location
CUPE B-27-0022	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.