



101 Second Street West
Cornwall, Ontario, K6J1Y6

TEL (613)932-7161

FAX (613)932-5121

tri-countyliteracy@on.aibn.com

Job Title: IT Literacy Instructor

Location: Tri-County Literacy Council

Position Type: [Full-Time/Part-Time]

About Us: TCLC is dedicated to empowering individuals through education and technology. We believe that IT literacy is essential in today's digital world, and we strive to provide high-quality training to help our students succeed.

Job Description: We are seeking a passionate and knowledgeable IT Literacy Instructor to join our team. The ideal candidate will have a strong background in information technology and a commitment to teaching and mentoring students. As an IT Literacy Instructor, you will be responsible for designing and delivering engaging lessons that cover a range of IT topics, from basic computer skills to advanced software applications.

Key Responsibilities:

- Develop and implement curriculum and lesson plans that meet the needs of diverse learners.
- Teach IT literacy courses, including but not limited to basic computer operations, internet usage, software applications (e.g., Microsoft Office Suite), and online safety.
- Provide hands-on training and support to students in a classroom or virtual setting.
- Assess student progress and provide constructive feedback to help them improve.
- Stay up to date with the latest technology trends and incorporate them into the curriculum.
- Foster a positive and inclusive learning environment that encourages student engagement and success.
- Collaborate with other instructors and staff to enhance the overall educational experience.

Qualifications:

- Bachelor's degree in information technology, Computer Science, Education, or a related field.
- Proven experience in teaching or training, preferably in IT literacy or related subjects.
- Strong knowledge of computer systems, software applications, and internet technologies.
- Excellent communication and interpersonal skills.
- Ability to explain complex concepts in a clear and understandable manner.



A member agency of: Laubach Literacy – Canada & Ontario, Literacy Link Eastern Ontario, Movement for Canadian Literacy, Ontario Literacy Coalition & Ottawa-Carleton Coalition for Literacy



**EMPLOYMENT
ONTARIO**



101 Second Street West
Cornwall, Ontario, K6J1Y6

TEL (613)932-7161

FAX (613)932-5121

tri-countyliteracy@on.aibn.com

- Patience and dedication to helping students achieve their learning goals.
- Familiarity with online teaching platforms and tools is a plus.

Benefits:

- Competitive salary with benefits
- Professional development opportunities
- Supportive and collaborative work environment
- Opportunity to make a positive impact on students' lives

How to Apply: If you are passionate about IT education and want to help others develop essential digital skills, we would love to hear from you! Please submit your resume and a cover letter outlining your qualifications and teaching philosophy to director@tricityliteracy.ca by August 23rd, 2024

Join us in shaping the future of IT literacy!

#ITInstructor #JobOpportunity #ITLiteracy #Education #JoinOurTeam



A member agency of: Laubach Literacy – Canada & Ontario, Literacy Link Eastern Ontario,
Movement for Canadian Literacy, Ontario Literacy Coalition &
Ottawa-Carleton Coalition for Literacy



**EMPLOYMENT
ONTARIO**