



Idah • Learning Disabilities Association of Halton

The right to learn, the power to achieve

Job Description ***Facilitator, Transition Skills***

Overview:

The Facilitator, Transition Skills supports the Learning Disabilities Association of Halton's (LDAH) Transition Skills program, which is targeted towards children that have a Learning Disability who may need assistance in working through different kinds of challenges in their lives. The Facilitator is responsible for the development, implementation, instruction, and evaluation of the transition program, which currently uses an already established curriculum called SOAR (Some Assembly Required).

Instructional

1. Develop overall program plan, including background research, individual lesson plans, goals and outcomes. Build a knowledge base of content regarding studies, learnings and programs on transition skills, and convey this information back to the Association for input into program plan and further consideration of program development.
2. Conduct weekly sessions using a combination of engaging/interactive activities and relevant discussion points. During the sessions, the expectation is to encourage and develop explicit strategies with children for the short and medium term.
3. Supervise students at all times, including during breaks.
4. Maintain ongoing communication with parents on matters such as child's progress in the program, what has been covered during the program and what the goals are for the child, encouraging parents to implement assigned activities, or providing them with other support material.
5. Communicate regularly with the Executive Director/President of the LDAH in respect to program-related matters.

Administrative

6. During the program, monitor, evaluate and prepare progress reports as requested by the Executive Director and/or Board of Directors.

7. Complete administrative duties for the program such as photocopying program materials, collecting and distributing evaluation forms as required.
8. At the conclusion of the program, complete a report for each child.
9. At the conclusion of the program, participate in a program summary session to review measures of success and identify enhancements to program design.

Compliance & Operations

10. Abide by policies and procedures of the LDAH in existence at the time of employment and those which from time to time are added and approved.
11. Agree not to disclose information pertaining to the employer and/or participants which may be of a proprietary or confidential nature, or which may be damaging to the Association.

Qualifications:

- Bachelor of Education, or Bachelor of Social Work, or Child & Youth Worker Diploma, with Special Education qualifications.
- Previous group facilitation experience with children, preferably children with a learning disability/ADHD or behavioural challenges.
- Sound understanding of a learning disability and the characteristics that accompany a learning disability.

Location: LDAH Resource Centre - 560 Guelph Line, Burlington, Ontario L7R 3M4

Time Commitment:

- Instructional: the program consists of sessions for 2 different types of students:
 - a group-based 4-week long program for elementary school aged students (total 4 hours)
 - a 1-on-1, 3-week long program for up to 3 high school aged students (total 9 hours)
- Research and preparation: 10 hours to prepare for both types of sessions.
- Review/reporting: up to 12 hours to prepare written evaluations and meet with the Executive Director or other designate(s) to review measures of success and enhancements.
- No classes will be scheduled on Statutory Holidays or school breaks.

Reports To: LDAH Executive Director or Office Manager and is accountable to the Board President of LDAH for fulfilling his/her duties and responsibilities.

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