



## **Job Description** ***Typing Skills Program Facilitator – Part-time***

At LDAHH our mission is to provide leadership in Learning Disabilities' advocacy, education and services, and to advance the full participation of children, youth and adults with Learning Disabilities in today's society.

We are seeking a qualified individual to join our non-profit organization on a part-time basis, based in our Burlington Resource Centre.

### **Overview:**

Reporting to the Resource Manager, the Typing Skills Program Facilitator supports the Learning Disabilities Association of Halton-Hamilton's (LDAHH) Typing Skills program – a small group course primarily targeted towards children that have a Learning Disability and/or ADHD who range from 7 to 12 years of age. This course utilizes a software system and is scheduled for one hour a week during specific times of the year. The Facilitator is expected to gain familiarity with the software program prior to instructing the lessons.

### **Core Responsibilities:**

- Provide group support to students with or without learning disabilities ages 7-12 in a classroom environment (Maximum 8:1 student teacher ratio)
- Assess students' working level and provide appropriate direction during each session
- Provide oral feedback to parents/guardians on students' progress
- Provide a written summary of progress at the end of the session
- Supervise students at all times
- Maintain effective and ongoing communication with the Resource Manager with respect to program related matters

### **Program Delivery Responsibilities:**

- Provide specific assistance in keyboarding to students at different levels
- Identify and focus on student's individual learning style
- Encourage stretching and breaks when needed
- Utilize software program to monitor student progress
- Provide support on finger placement, speed and accuracy as well as posture
- Create an interactive atmosphere during the session to engage learners
- Be punctual and ready to commence teaching at the appointed time
- Submit invoices to Resource Manager on a monthly basis

### **Qualifications:**

- Minimum of 2 years of teaching experience required
- 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
- Typing proficiency considered an asset

**Required Skills:**

- Excellent interpersonal communication
- Excellent written communication
- Ability to work independently and as part of a team
- Organized and professional
- Assertive, responsible and reliable
- Patient, enthusiastic, and a positive thinker

**Time Commitment:**

- This is a part-time position; the Facilitator is required to be in the office when the program runs - 3 sessions are offered annually (Fall, Spring and Summer), Fall and Spring sessions are held weekly in the evenings, and the Summer session is held during the daytime; work hours are expected to be 1 - 2 hours per week during sessions
- Each program session runs for 8 classes (may have breaks in between for holidays)
- Program runs for 1 hour and Facilitator must arrive 15-30 minutes prior to class to set up

**Work Location:** 560 Guelph Line in Burlington, Ontario (Rotary Youth Centre)

*Interested applicants are asked to submit a cover letter and resume by email to [info@Ldahh.ca](mailto:info@Ldahh.ca)*

*Successful applicants will be contacted for an interview.*

*A vulnerable sector clearance (police check) is required for all positions.*