



ALGOMA DISTRICT SCHOOL BOARD

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Jennifer Sarlo

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Lucia Reece

Get SET (Skills, Education, and Training) Instructor – Temporary Contract (Formerly Literacy and Basic Skills Instructor)

Northland Adult Learning Centre, Sault Ste. Marie, ON

Summary

The Algoma District School Board invites qualified applicants to apply for the position of Get SET (Skills, Education, and Training) Instructor (formerly, Literacy and Basic Skills Instructor).

Reporting to the Principal of Adult and Continuing Education, the Get SET Instructor supports students in achieving their goals by providing competency-based programming in the areas of English Skills, math Skills and Computer Skills. By following the Ontario Adult Literacy Curriculum Framework (OALCF), Get SET Instructors will execute the five-service function of Get SET delivery: Information and Referral, Assessment, Learner Plan Development, Training Delivery, and Transition and Follow-Up.

The temporary contract for this position is scheduled for January 5, 2026 to June 30, 2026. There is a possibility of extension to October 2, 2026.

Position requirements:

- Post-secondary degree and/or qualifications preferred.
- Experience related to teaching adults and low-level learners.
- Experience with students in Special Education.
- Knowledge of local communities and the ability to develop strategies to serve those needs.
- Demonstrate proficiency in computer skills which include Microsoft applications (Word, Excel, Outlook, and Internet etc.).
- Ability to work independently.
- Have your own transportation.
- Willingness to promote the program and build/ expand partnerships in the community.

This position is from Monday to Friday, 27.5 hours per week from 9:00 a.m. to 2:30 p.m.

Rate of Pay: \$39.61/hour

Applications will be accepted from qualified applicants until **Sunday, December 7, 2025 until 3:00PM**. Interested applicants should forward a letter of application, including a resume to:

Nic Turco, Manager of Human Resources
turcon@adsb.on.ca

c.c. Susan Bishop
bishops@adsb.on.ca

Only those applicants short-listed will be contacted.

A shortlisting of applicants for consideration will be completed employing the Algoma District School Board [Hiring Policy](#). Should there be a need for interviews, only shortlisted candidates will be contacted. Accommodations through the recruitment and selection process are available upon request. The successful candidate, as a condition of employment, will be required to provide a current vulnerable sector check, which is acceptable to the Board.

The Algoma District School Board is committed to an equitable education system that upholds and reflects the principles of fair and inclusive education. Additional information about specific programs, and the Vision, Mission, Values and Priorities of the Algoma District School Board can be found at www.adsb.on.ca.

