1. Working as an Adult Educator [NOC 4021]

Job Description

Adult education teachers teach reading, writing, English language skills, basic academic subjects, and job skills to adults. Working as an adult educator, you:

- Usually specialize in a specific field or profession
- Develop curricula and prepare teaching materials
- Teach lessons on English language skills, math, science, or other academic subjects
- May teach technical skills or a trade, such as carpentry
- May prepare students for GED tests (high school equivalency test)
- May conduct workplace training
- Prepare and mark tests and assignments, and keep records of students’ progress
- May serve on committees to discuss budgets and course and diploma requirements

Sources:

- WorkBC Career Profile for Adult Educator
  https://www.workbc.ca/Job-Seekers/Career-Profiles/4021
- Career Cruising database (Profile for Adult Education Teacher).
  http://www.vpl.ca/digital-library/career-cruising
  Available from the VPL Digital Library | Explore our Digital Library page
Industry Overview

Adult educators are in demand in all regions of the province. However, you may find more employment opportunities if you are willing to work in northern and rural regions, especially in speciality areas such as health programs and trades training.

Demand also varies based on your area of specialization. In some fields, such as English, there are a sufficient number of new graduates. There is also increasing demand by businesses for skills-upgrading. This is increasing demand for instructors, particularly in some technical and applied technology fields.

There is a growing trend towards part-time employment and you may not find full-time employment immediately.

In recent years there has been a significant growth in the number of private post-secondary training institutions that provide technical, vocational, and language training. These institutions often offer part-time work and contract positions. Typically, these positions pay less than equivalent positions in the government funded institutions.

Both public and private colleges are increasing online learning options for students. You will be expected to learn the technology associated with this form of instruction.

Source:
- WorkBC Career Profile for Adult Educator
  https://www.workbc.ca/Job-Seekers/Career-Profiles/4021
Job Outlook in BC

The Employment Outlook for BC provides job openings projections for adult educators within BC regions:

<table>
<thead>
<tr>
<th>Region</th>
<th>2015-2025 Estimated Job Openings</th>
<th>2015-2025 Average Annual Employment Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vancouver Island</td>
<td>610</td>
<td>1.2%</td>
</tr>
<tr>
<td>Lower Mainland / Southwest</td>
<td>4700</td>
<td>1.4%</td>
</tr>
<tr>
<td>Thompson-Okanagan</td>
<td>580</td>
<td>2.2%</td>
</tr>
<tr>
<td>Kootenay</td>
<td>370</td>
<td>1.8%</td>
</tr>
<tr>
<td>Cariboo</td>
<td>180</td>
<td>0.7%</td>
</tr>
<tr>
<td>North Coast &amp; Nechako</td>
<td>130</td>
<td>0.7%</td>
</tr>
<tr>
<td>Northeast</td>
<td>190</td>
<td>0.95</td>
</tr>
</tbody>
</table>

You can learn more about working as an adult educator

- WorkBC Career Profile for Adult Educator
  https://www.workbc.ca/Job-Seekers/Career-Profiles/4021

Types of Employers

Adult educators are employed by:

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- government-funded colleges and institutes
- private career training schools
- companies
- community and government agencies

Salary

In British Columbia, the median annual salary is $66,739. Your wages are affected by your experience, area of expertise, and place of employment. Unionized instructors at a college usually make more than teachers at private career training schools.

In BC’s regions, Adult Educators can expect to make:

<table>
<thead>
<tr>
<th>Adult Educators - NOC 4021 Hourly Wages</th>
<th>Location</th>
<th>Low</th>
<th>Median</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>British Columbia</td>
<td>16.00</td>
<td>32.00</td>
<td>48.90</td>
</tr>
<tr>
<td></td>
<td>Cariboo Region</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Kootenay Region</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Lower Mainland - Southwest Region</td>
<td>16.00</td>
<td>29.53</td>
<td>45.60</td>
</tr>
<tr>
<td></td>
<td>Nechako Region</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>North Coast Region</td>
<td>16.00</td>
<td>32.00</td>
<td>48.90</td>
</tr>
<tr>
<td></td>
<td>Northeast Region</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Thompson–Okanagan Region</td>
<td>16.00</td>
<td>32.00</td>
<td>48.90</td>
</tr>
<tr>
<td></td>
<td>Vancouver Island and Coast Region</td>
<td>15.50</td>
<td>35.04</td>
<td>53.85</td>
</tr>
</tbody>
</table>


Working Hours

You work a variety of hours depending on your work place. Some adult education instructors teach during evenings or weekends. If you work as a corporate trainer you must accommodate the schedules of the workplace. As well, you must be prepared to travel.

Part-time or part-year employment, including session and contract work, is becoming more common.
This occupation offers flexibility in scheduling time for teaching, course preparation, and grading papers and exams. Increased offerings of online courses may also allow you greater scheduling flexibility.

2. Skills, Education and Experience

Skills

- Excellent written and oral communication
- Critical thinking
- Teaching/training/facilitation
- Leadership skills
- Interpersonal skills
- Background in the subject area being taught

Education and Experience

- Bachelor's degree, a college diploma, or demonstrated expertise in the field of instruction is required.
- Master's degree in the field of instruction may be required.
- Certificate, diploma, or degree in adult education may be required.
- For instructors of trades, completion of apprenticeship training and industry or trade certification are required. Additional courses in teaching or a provincial teaching certificate may be required.

Qualifications

This occupation is not regulated in British Columbia.

Most recent entrants have an undergraduate university degree and many have a graduate degree. A certificate from the Provincial Instructor Diploma Program or degree in adult education may be required. The Provincial Instructor Diploma Program is taught through Vancouver Community College.

You can learn more about this program and other adult education certificates at:
3. Finding Jobs

You’ll find job advertisements in local newspapers, trade journals, and electronic sources, as well as through professional associations’ publications.

Often jobs teaching in professional college programs will not be posted but are only known through “word of mouth”. If you have a background in a specific profession, look to see which universities or colleges teach that program and contact the department head directly about possible teaching opportunities.

Local Newspapers

You can look at the Vancouver Sun and The Province at Vancouver Public Library for free. Check the job postings daily, the careers section in the Vancouver Sun on Wednesdays and Saturdays and in The Province on Sundays.

Job White Pages

Available in print at the Central Library or online at

http://www.vpl.ca/digital-library/jobfreewaycom Adult educators (2120-2279 Academic/Educational Professionals)

Available from the VPL Digital Library | Explore our Digital Library page

Access at VPL locations only

Online Job Postings

- EducationCanada.com
  http://jobsearch.educationcanada.com/
- AcademicWork.ca - Canadian Association of University Teachers CAUT
  https://www.academicwork.ca/en_search_advanced.asp
HighedEd jobs
https://www.higheredjobs.com/search/
search by selecting city and province

Post Secondary Employers’ Association (PSEA)
http://www.psea.bc.ca/members/employment-opportunities
links to employment/career pages of BC post secondary institutions

Colleges and Institutes Canada
https://jobs.collegesinstitutes.ca/
Postings from community colleges across Canada

Indeed.com
http://ca.indeed.com/advanced_search

Neuvoo.ca
http://neuvoo.ca/

WorkBC
https://www.workbc.ca/JobSeekers/SearchResults.aspx

BC Jobs.ca
https://www.bcjobs.ca/

Professional Associations’ Career Resources

AcademicWork.ca Career Resources
https://www.academicwork.ca/en_signup_seeker1.asp
provided by the Canadian Association of University Teachers CAUT –

Colleges & Institutes Canada
https://www.collegesinstitutes.ca/

Identifying the Right Position
When you browse job advertisements, you’ll find a wide range of different job titles that are relevant.

Look for these and other related job titles:

- college teacher, (academic, technology, or vocational)
- college instructor
- community college teacher
- company trainer
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 training officer
 language school instructor
 trainer, (vocational, computer, etc)

Creating a List of Potential Employers

You can use directories to produce lists of colleges and career training institutes in the Lower Mainland or BC. Contact them directly to find out if they’re hiring.

 Colleges and Institutes Canada
  Listing of colleges & institutes across Canada; can search by province
  https://www.collegesinstitutes.ca/our-members/member-directory/

 BC Ministry of Advanced Education
  Listing of all post secondary universities, colleges, and institutes in BC.
  http://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/find-a-program-or-institution/find-an-institution

 Private Training Institutions Branch (PTIB)
  https://www.privatetraininginstitutions.gov.bc.ca/students/pti-directory
  A directory of registered and accredited private career schools in BC.

 Reference Canada
  http://www.vpl.ca/digital-library/reference-canada
  Click on “Start Search” beside Canadian Businesses, then select the "Advanced Search" button. Select both "Keyword/SIC/NAICS" under Business Type and "City" under Geography. In the top search box enter "[colleges]" (OR “community colleges” OR “institutes) and click LOOKUP. Select the appropriate headings. Lower down, select the Province, choose the cities, and click the "View Results" button. You can
  Available from the VPL Digital Library | Explore our Digital Library page

NOTE: You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).
4. Applying for a Job

In Canada, employers usually expect to receive a resume (curriculum vitae) and a cover letter that identifies the position you are applying for and summarizes your relevant experience.

Use the library catalogue, http://vpl.bibliocommons.com/ to find books on writing resumes and cover letters specific to your industry.

To learn about applying for jobs in Canada, use the following guides which are available in print at the Central Library or online at http://skilledimmigrants.vpl.ca/.

- **Writing Resumes and Cover Letters**
  Go to http://skilledimmigrants.vpl.ca
  [Search Writing Resumes and Cover Letters]

- **Getting Canadian Work Experience**
  Go to http://skilledimmigrants.vpl.ca
  [Search Getting Canadian Work Experience]

- **Networking for Employment**
  Go to http://skilledimmigrants.vpl.ca
  [Search Networking for Employment]

- **Learn More About Working in BC and Canada**
  Go to http://skilledimmigrants.vpl.ca
  [Search Learn More About Working in BC and Canada]

5. Getting Help from Industry Sources

**Industry Associations**

Associations for adult education in BC and Canada can provide information and assistance. Registration and fees are usually required for membership.
Industry Journals

Search the Vancouver Public Library catalogue for journals related to your profession. Examples at the Central Library:

- **CAUT Bulletin** / Canadian Association of University Teachers
  Available in Print at VPL 378.1205 C212c and online at
  http://www.cautbulletin.ca/

- **Education Canada**
  Available in print at VPL 370.971 E242e and online at
  http://www.cea-ace.ca/education-canada

**Questions? Please ask the Information Staff in the Central Library, Vancouver Public Library or telephone 604-331-3603.**

Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at [http://skilledimmigrants.vpl.ca/](http://skilledimmigrants.vpl.ca/).