

Posted internally & externally at the same time.

Posting #: 22-001LINC

Job Title: LINC Instructor

Job Status: Part-Time & Full-Time (Contract, with the possibility of an extension)

Location: Lansdowne Branch - 685 Lansdowne Avenue, Unit 1A

Salary Range: \$38.87/hr to \$46.87/hr

Application Deadline: Open Until Filled

Program Objectives / Scope:

Design and implement the Language Instruction for Newcomers to Canada (LINC) program which offers English as a second language. This program is developed based on Portfolio Based Language Assessment (PBLA) guidelines, and Canadian Language Benchmarks (CLB).

Duties & Responsibilities:

- Design and implement lesson plans and appropriate assessment tasks for on-going evaluation of LINC students following PBLA, CLB and LINC guidelines.
- Assess and document student progress on an on-going basis for each CLB level to determine their needs and goals in order to develop, modify and implement the course curriculum.
- Develop creative and engaging lesson plans while taking into consideration learning outcomes and longer range plans that consist of appropriate themes, goals, and objectives that must be covered in daily instructional sessions and activities.
- Incorporate speaking, listening, reading, and writing into lesson / daily activities and foster open communication, information exchange and class discussions.
- Ability to deliver lessons in-person or using online delivery platforms or a combination of both (hybrid/blended), according to the circumstances.
- Use ZOOM, LearnIT2Teach (Avenue), ESL Library, and Tutela among others to plan and deliver instructions.
- Organize and provide suitable instructional materials, visual aids, and books.

- Clearly communicate about regular class attendance, participation/expectations and course updates with students on an ongoing basis, as needed, to maintain the minimum attendance requirement.
- Plan and coordinate workshops and local field trips.
- Create a comfortable, equitable, respectful, safe and engaging classroom atmosphere for the students.
- Develop students' understanding and appreciation of Canada, while considering and respecting diverse cultural differences.
- Execute administrative, record-keeping, and other duties as required, such as: collecting and providing daily attendance and other statistical information for reports.
- Participate in required professional development activities, such as workshops, TESL conferences and staff meetings.
- Assist in training and supervision of placement students and volunteers.

Qualifications & Competencies:

- A valid TESL Ontario certificate from an accredited institution.
- A post-secondary degree or diploma in adult education or related fields or an equivalent combination of education and experience with teaching adults in a classroom setting.
- Training and experience with online teaching (hybrid/blended), and strong knowledge of computer applications and instructional methods, such as Zoom, Tutela, ESL Library, and Avenue is an asset.
- PBLA Certification is an asset.
- Preference given to candidates who have completed LearnIT2Teach Stage 2.
- Solid knowledge of Canadian Language Benchmarks and experience in assessing student progress based on CLB.
- Excellent English communication and interpersonal skills with the ability to adapt teaching methodology to the needs/skill levels of individual learners.
- Demonstrated commitment to professionalism, diversity, inclusion and equity to effectively understand and interact with students and staff from diverse cultural backgrounds and demographics.
- Ability to work independently with excellent organizational and time management skills.
- Demonstrated ethical/moral judgment and professional boundaries.
- Upon successful hire, must provide a valid Vulnerable Sector Check obtained within the last 6 months or less.

Please forward your application (**resume and cover letter**) as one PDF or Microsoft Word document to hr@tesoc.org and include the **Posting #** and the **Job Title** that you are applying for in the **subject line** of the email **OR** apply through **INDEED**.