

**PBLA Lead LINC Instructor — RE-POST**  
**(Posted Internally & Externally)**

**Posting #:** 25-001LINC

**Job Title:** PBLA Lead LINC Instructor

**Duration:** April 01, 2025 to March 31, 2026, with possibility of an extension

**Work Schedule:** Monday to Friday, from 9:00 AM to 2:30 PM **(25 hrs) + 1.5 hrs PBLA Lead**

(No classes during Summer, Winter and March Break)

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

**Salary Range:** \$39.65/hr to \$40.20/hr

**Application Deadline:** Open Until Filled

**Contact Method:** No phone call, please.

**Mandatory:** Valid TESL Ontario Certificate

**Highly Recommended:** Introduction to Portfolio-Based Language Assessment (PBLA) for Classroom Instructor Certificate; LearnIT2Teach Avenue Stage 3 Certificate; **PBLA Lead Certificate**

**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 Canadian Language Benchmarks (CLB) and uses Portfolio Based Language Assessment (PBLA) and LINC guidelines.

**PBLA Lead Duties & Responsibilities:**

- Implement PBLA in your own classroom(s).
- Draw on your own implementation experiences to provide PBLA training, workshops, guidance, mentoring and support to colleagues and students.
- Facilitate small group, informal discussions among instructors. Share practices, updates and strategize solutions to common issues.
- Offer workshops related to PBLA implementation, such as the CCLB Professional Learning Sessions.

- Meet one-on-one with instructors to discuss PBLA-related topics (including CLB, Task-Based Instructions and Task-based Assessments), as well as strategies, activities and feedback, as needed.
- Advise administrators on needed supports such as PD or resources.
- Complete an annual self-assessment using the PBLA Practice Review framework and identify and complete an action plan.

#### **LINC Instructor 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 to determine their needs and goals in order to develop, modify and implement the course curriculum.
- Keep an up-to-date PBLA Binder for each student and submit student progress reports in a timely manner.
- 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 lessons / daily activities.
- 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), according to the circumstances.
- Use Zoom, LearnIT2Teach (Avenue), Ellii (ESL Library), and Tutela 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 of 80%.
- 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.
- Assist in outreach activities to recruit LINC clients as required.
- Other duties as assigned by the Executive Director or LINC Coordinator.

## Qualifications & Competencies:

- A valid TESL Ontario certificate from an accredited institution.
- PBLA Lead Certification is highly recommended at the time of hire.
- Minimum 3 years of experience teaching English as a Second Language to adult newcomers and 2 years of experience using PBLA in the classroom.
- Preference given to candidates who have completed LearnIT2Teach Stage 3.
- 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, Ellii (ESL Library), and LearnIT2Teach (Avenue) is highly recommended.
- 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 and groups.
- 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.

Please forward your application (**resume and cover letter**) as one PDF or Microsoft Word document to [hr@tesoc.org](mailto: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**. Kindly only apply via email or through Indeed, NOT both.