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| Position title: | LINC Instructor - Substitute |
| Department | Language Services |
| Program: | Language Programs |
| Reports to: | Senior Service Manager – Language Programs, and Language Program Leads |

The Impact North Shore Language Instruction for Newcomers to Canada (LINC) program offers a wide range of English language learning classes to newcomers on the North Shore, ranging from Literacy to Level 7.

Summary

The LINC Instructor will be supported by the Language Leads and will work under the direction of the Senior Service Manager - Language Programs. The LINC Instructor will teach and support LINC students in developing their English language skills in accordance with the Portfolio Based Language Assessment (PBLA) requirements and the general requirements of the federally funded LINC program.

Key Responsibilities

- Design, implement, and instruct English as a Second Language classes in a LINC program based on the PBLA guidelines
- Design PBLA based module plans as well as daily lesson plans following the Canadian Language Benchmarks (CLB) and the LINC Curriculum Guidelines
- Develop a diversity of course materials that are based on the Curriculum Guidelines in a task-based program for CLBs Literacy - 7
- Conduct ongoing needs assessments with learners, assist them to set learning goals, and develop lessons accordingly
- Design assessment tasks for ongoing evaluation of learners' progress based on the CLB and PBLA guidelines
- Assist learners in organizing and updating their PBLA Language Companions (learner portfolios) as evidence of their learning progress
- Prepare learners' conference summaries and progress reports. Conduct one-on-one interviews with learners to provide feedback on learning progress
- Provide computer-assisted instruction using language learning software, Zoom, Moodle, and MS Office as needed
- Integrate online resources and e-learning delivery tools such as LearnIT2Teach in language instruction as needed

- Maintain attendance records and other documentation as required
- Organize community connections or special events to enhance learners' participation and cultural experience
- Facilitate communication between administrative, instructional, settlement service, and operations teams
- Support the communication flow between students, volunteers, and Impact North Shore operational support staff
- Seek support and find solutions to facilitate the smooth delivery of classroom instruction

Key Competencies

- **Values.** Behaves consistently with clear personal values that complement Impact North Shore values of excellence, diversity, and respect
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Contributes to a respectful and client-centered workplace
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders
- **Accountability.** Accepts a culture of accountability; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement
- **Engagement.** Shows passion for the job engages people in delivering results
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are met on time and according to agreed standards
- **Strategic Thinking.** Has a vision for the future, builds plans, and makes decisions to get there. Aligns delivery with the strategic directions of Impact North Shore
- **Results Focused.** Action-oriented. Maximizes organizational effectiveness and sustainability. Aligns people, work, and systems to meet objectives

Qualifications

- TESOL or CELTA certificate from an accredited institution recognized by TESOL Canada
- Minimum 1- 3 years of experience teaching English as a Second Language to adult newcomers

- In-depth understanding of and experience using Canadian Language Benchmarks and the LINC Curriculum Guidelines
- Preference is given to candidates who have completed PBLA (Portfolio Based Language Assessment) and LearnIT2Teach Stage 2 training
- Preference is given to active Tutela members
- Experience providing online training is an asset
- Ability to adapt teaching methodology to the needs/skill levels of individual learners
- Experience working with individuals from diverse cultural backgrounds
- Demonstrated sensitivity to the needs of adult immigrants and refugees
- Ability to work independently with excellent organizational and time management skills

Additional Information

- Schedule: we are seeking instructors who are available to teach both or either one of the following classes:
 - Class Hours: Mondays to Fridays 9:00am – 12:00pm, plus Prep Time 3.75 hours/week = Total 18.75 hours/week
 - Class Hours: Mondays to Thursdays 12:45pm – 3:45pm, plus Prep Time 3 hours/week = Total 15 hours / week
- Compensation: \$31.24 per hour
- Start Date: as soon as possible; please note that this is a temporary substitute position until October 25, 2024, with possibility of extension

Application Instructions

This position will remain posted until filled. Please apply only once for this specific opening by submitting resumes and cover letters via email to hr@impactnorthshore.ca using "LINC Instructor - Substitute" in the subject line and indicate where you found this job posting in your application email.

Impact North Shore is an equal opportunity employer. Thank you for your interest; due to the volume of applications, only shortlisted applicants will be contacted.