**Job title:** Language Program Head  
**Program:** Language Instruction for Newcomers to Canada (LINC) Program  
**Department:** English Language Programs  
**Reports to:** Executive Director

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**Job Profile**

**Duration:** 23rd July, 2018 - March 31, 2019 with the possibility of extension  
**Weekly Working Hours:** 37.5  
**Wage:** $28-30 (depending on experience)  
**Deadline to apply:** July 2nd, 2018

**Job Purpose**

This position is responsible for the overall management and administration of the program. This employee communicates with the other employees working under this program and monitors their progress in achieving program objectives. This position is also responsible for managing the program budget, all reports and proposals, and communicating with program funders on activities and outcomes.

**Duties and Responsibilities**

**Program Planning & Coordination**

- Promote and advertise the program in the community
- Communicate with Canadian Language Benchmarks (CLB) assessors and the Language Assessment and Referral Centre (LARC) in order to receive client referrals
- Liaise with CCLB to keep the staff informed of any updates in LINC delivery and PBLA approach and register new recruits for any available courses offered by CCLB for LINC instructors
- Oversee the waitlists, student enrollment and progress
- Establish and maintain a respectful and professional relationship with program staff and participants
- Monitor that proper processes are being implemented in the classroom such as Portfolio Based Language Assessment, needs analysis, ongoing assessments, and exit assessments for participants
- Oversee participant and program evaluations and initiate changes in course delivery when necessary
- Liaise with LTs to keep informed of the PBLA implementation
- Liaise with offsite coordinator to monitor the program delivery on offsite locations
- Organize professional development opportunities for other program staff abiding within the program budget and approved by management
- Oversee follow-up care and support for participants when needed
- Initiate curriculum development projects to supplement teaching resources
- Plan and organize program specific events and meetings as required

**Program Administration & Management**

- Recruit and provide orientation and training for Instructors
- Observe Instructors teaching classes and provide informal and formal feedback
- Monitor and coordinate staff schedules, ensuring proper class coverage
- Monitor the Lead Childcare Worker in making sure the Care for Newcomer Children (CNC) portion of the program is following CMAS requirements
- Oversee the administration of an online learning management system (Moodle) for participants and Instructors
- Use computer word processing, spreadsheets, and online database software to prepare templates for required reports and documents
- Write narrative and activity reports for the program and share with management and funders before contractual deadlines
- Provide all necessary information and documents in a timely and effective manner to management, funders, and the Bookkeeper
- Strictly adhere to the program budget, track all financial spending for the program, match program spending and payments with the Bookkeeper's monthly general ledgers, and report financial spending to funders as required
- Create policies, procedures and protocols as the needs arise
- Oversee the purchase, distribution of program supplies ensuring that program needs are always met
- Oversee proper filing of client information that is in compliance with confidentiality requirements
- Contribute to the program’s renewal process with proposal writing and budget composition abiding by funding guidelines and regulations

Agency Related Duties

- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information
- Attend meetings and be a contributing member of any committees deemed appropriate by management
- Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency’s website and/or social media sites
- Contribute to the planning and organizing of Agency initiatives or events when needed and promote to all contacts and partners when asked
- Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by management

Qualifications

Education

- An undergraduate degree (not restricted to, but preferably) in one of the following areas: Commerce, Education, Sociology, Political Studies, English Language Arts, International studies, or Psychology
- Recognized TESL Canada/TESL SK certification is mandatory
- Portfolio Based Language Assessment Training

Experience

- 5 years’ experience working in a non-profit/settlement organization
- 3-5 years’ supervisory experience coordinating language programs preferably LINC in the non-profit and/or settlement sectors
- 1-2 years’ experience teaching English as a subsequent language
- An equivalent combination of education and work related experience will be considered

Knowledge, Skills and Abilities

- Skilled at coordinating/teaching programming for visible minorities and EAL learners
- Knowledge and appreciation of contemporary issues related to aspects of multiculturalism such as intercultural understanding, equity, human rights, language rights and cultural retention
Extensive knowledge of English language skills training and resources
Demonstrated understanding of the Canadian Language Benchmarks (CLB) and Portfolio Based Language Assessments (PBLA)
Ability to supervise and monitor other program staff in order to meet program outcomes
Strong administrative and financial management skills
Excellent written and verbal communication skills
Proficient in computer technology and managing online learning management systems
Ability to work effectively in a culturally diverse environment
Satisfactory typing and computer skills with the ability to use Microsoft Office software
Excellent interpersonal and client-service skills
Strong organizational skills with the ability to prioritize tasks and work as a team member
Ability to multi-task and complete work with limited supervision

Requirement of Employment

- Clear criminal record check
- A valid driver’s license and access to your own vehicle

Direct Reports

- LINC Program – Offsite Coordinator
- LINC Program – Onsite Coordinator
- LINC Program – Assistant Coordinator
- LINC Program – Settlement Counsellor
- LINC Program – Program and Student Support Worker
- LINC Program – Lead Childcare Workers
- LINC Program – Lead Instructors

How to Apply

Please apply through e-mail by forwarding your Cover letter and resume as an attachment to jobs@saskintercultural.org
Please mention the title of the position in the subject line of the e-mail.