

<b>Job title</b>	<i>Instructor</i>
<b>Reports to</b>	<i>LINC Program Coordinator</i>
<b>Department</b>	<i>English Language Programs</i>

### Position Details

**Job Type:** Part time

**Duration:** April 1st, 2019 – March 31, 2020 (with possibility of extension)

**Working days:** Monday- Friday (12:30 pm to 3:30 pm)

**Weekly Working Hours:** 5 to 15 hours per week (*some weekend time and a few evenings may be required*)

**Wage:** \$22-\$25.50/hr plus. An additional 0.7 per hour shall be paid for prep time.

**Deadline to apply:** Open until filled

### Job Purpose

This position is responsible for creating and delivering lessons from the LINC Program curriculum to program participants. This employee must be able to relate to participants' needs and tailor classroom activities around them. This position must provide timely information to the Program Coordinator in order to manage participant attendance and CLB advancement.

### Duties and Responsibilities

- Design and deliver lessons at an appropriate level for adult participants attending the class
- Create lesson plans in advance of the teaching day based on the LINC Program curriculum
- Teach language and learning skills to participants using a variety of instructional techniques, methods and materials
- Implement all aspects of Portfolio Based Language Assessment (PBLA) and maintain monthly evidence of advancement as well as all other student related information
- Advise the Program Coordinator of participants' attendance and progress and recommend any changes in CLB level
- Communicate feedback to participants in an appropriate and sensitive manner also accommodating special learning needs as required.
- Keep records and submit reports as required
- Submit progress reports and level completion forms by the timelines stipulated
- Work in collaboration with the Program Coordinator to ensure that the individual needs of the participants are being met, including referrals to other settlement agencies as deemed appropriate
- Maintain neat and organized classroom and
- When required, arrange for a substitute instructor (in collaboration with the Program Coordinator).

## **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 certification

### **Experience**

- 1-3 years' experience teaching English as a subsequent language

### **Knowledge, Skills and Abilities**

- Knowledge of settlement issues and familiarity with educational resources for immigrants
- Skilled at teaching EAL curriculum and developing lesson plans
- Ability to work effectively in a culturally diverse environment
- Strong organizational and interpersonal skills
- Excellent written and verbal communication skills
- Functional knowledge of technology, MS Office and Learning Management Systems
- Ability to multi-task and meet deadlines
- Must be self-directed and able to teach with limited support or supervision

### **Requirement of Employment**

- Clear criminal record check
- Access to own vehicle and a valid Class 5 drivers license

## **Direct Reports**

None

## **How to apply**

Please apply through e-mail by forwarding your Cover letter and resume as an attachment to [jobs@saskintercultural.org](mailto:jobs@saskintercultural.org)

Indicate the title of the position in the subject line of the e-mail.