

<b>Job title</b>	<i>Instructor</i>
<b>Program</b>	<i>English for Employment (E4E)</i>
<b>Department</b>	<i>Employment</i>
<b>Reports to</b>	<i>E4E Program Coordinator</i>

### Job Profile

**Job Type:** Part time- 8.5hrs/week

**Pay Rate:** \$23-\$25.25/hr

**Location:** Wildwood Mennonite Church Saskatoon

**Timing:** 6:00pm to 9:30pm

**Contract Period:** Jan 7, 2019 to December 20, 2019

**Deadline to apply:** Open until filled

### Job Purpose

This position is responsible for creating and delivering lessons for the E4E Program participants. This position must be able to relate to participants' needs and tailor classroom activities around them. This employee must provide timely information to the Program Coordinator in order to manage participant attendance and outcomes for this program.

### Duties and Responsibilities

- Design and deliver lessons at an appropriate English level for the adult participants in the program
- Create lesson plans in advance of the teaching day based on the E4E Program curriculum
- Teach language and employment skills to participants using a variety of instructional techniques, methods and materials
- Maintain and evaluate participant portfolios in order to monitor their progress
- Communicate feedback to participants in an appropriate and sensitive manner
- Advise the Program Coordinator of participants' attendance and progress
- Keep records and submit reports as required
- Work in collaboration with the Program Coordinator in order to ensure that the individual needs of participants are being met, including making referrals to other settlement agencies as deemed appropriate

## **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**

- At least 1 year of experience teaching English as a subsequent language
- Some experience teaching employment skills training is an asset

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

- Knowledge of settlement issues and familiarity with educational resources for immigrants
- Skilled at teaching EAL curriculum and developing lesson plans
- Knowledge of the Saskatchewan labour market, job trends, employment opportunities, and the hidden job market
- Ability to work effectively in a culturally diverse environment
- Strong organizational and interpersonal skills
- Excellent written and verbal communication skills
- 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

## **Direct Reports**

None