

<b>Job Title</b>	<i>Instructor</i>
<b>Program</b>	<i>English for Employment (E4E)</i>
<b>Departments</b>	<i>English Language Programs</i>
<b>Reports to</b>	<i>E4E Program Coordinator</i>

### Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are crazy about **CULTURE** and we are also a Great Place to Work.

### Who YOU are?

As a E4E Instructor, you are an integral part of the SIA team and bring your passion for teaching. You will create safe and engaging environments where Newcomers can learn the English language and cover topics that provide information on employment, culture, and local resources that make integration easier. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

### What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for your clients.

### How will YOU-WE work?

Everyone's safety and welfare are our key priorities. That being said, we do not want to let COVID-19 prevent us from doing the work that matters. We are utilizing all kinds of alternative methods in delivering our programming. Under the current circumstances, this position will be working mostly at location and from home through several virtual means and connecting with clients and team members through online tools like Zoom, Moodle, LINC Avenue, and Microsoft Suite. Some in-person class time with clients is required of this position with safety precautions and procedures in place.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

## **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.

## **Position Details**

### **Hours of Instruction**

Part time (Monday-Thursday evenings)

### **Wage**

\$26 - \$27.40 per hour plus prep time - depending on experience & qualifications

### **Contract Length**

Jan 17 – December 31, 2022 (with possibility of extension).

### **Deadline to Apply**

Open until filled

## **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, English Language Arts, International Studies, Indigenous Studies, Women's and Gender Studies, Social Work or Psychology
- Recognized TESL certification

### **Experience**

- 1-3 years' experience teaching English as a subsequent language
- Some experience teaching employment skills training is an asset.

## **Knowledge, Skills and Abilities**

- Aware of settlement issues and familiar with educational resources for immigrants
- Knowledge and appreciation of contemporary issues related to equity, such as intercultural understanding, inclusion, anti-racism, Indigenous cultural safety, human rights, language rights and cultural retention
- Ability to teach online through virtual platforms
- 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
- Ability to multi-task and meet deadlines
- Must be self-directed and able to teach with limited support or supervision

## **Requirement of Employment**

- Criminal record check
- Access to high-speed internet at home
- Proof of COVID vaccination

## **Direct Reports**

None

## **How to apply**

Please apply through e-mail by sending 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.

We look forward to connecting with you.

All the best!