

Job description

Position title: LINC Instructor - Supply Instructor (On Call)

Reporting to: LINC Program Manager

Position Summary:

As a member of the NEW language team, the LINC Instructor works in collaboration with team members and participates in curricula development, assessment and evaluation of student needs within a women-centered framework. Staff works within the guidelines, policies and mission of the organization.

Duties and Responsibilities

- Teach a daily class in compliance with Canadian Language Benchmark (CLB Curriculum Guidelines and Canadian Language Benchmarks
- Design and provide professional, appropriate and innovative lesson plans consistent with accepted teaching methods
- Develop curricula which promotes civic engagement & human rights learning outcomes for newcomer women
- Develop and maintain an inclusive & equitable classroom atmosphere where participants are welcome and engaged in learning
- Combine classroom teaching with computer lab instruction using language educational software
- Plan appropriate activities to complement curriculum activities
- Ensure and monitor high level of student attendance and active participation
- Participate in professional development sessions and actively use information to enhance teaching
- Provide monthly reports in timely manner to their direct supervisor
- Maintain and provide statistical and attendance information for monthly report
- Ensure 30% progression rate for students and to teach to high standards and learning benchmarks
- Ensure compliance with funder requirements and agency policies and protocols
- Demonstrated commitment to customer service and a strong team player

Qualifications

- Must be TESL-Ontario certified
- Bachelor's degree in Education or a similar field is required.
- Should have a minimum of three years teaching experience, preferably with adults and newcomers
- Leadership skills and strong reporting skills

- Commitment to working in a feminist agency working from a anti-oppression framework
- Sound knowledge of Canadian Language Benchmarks and ability to benchmark student progress
- Excellent lesson planning, communication and interpersonal skills
- Demonstrate PBLA skills
- Demonstrated knowledge and ability working within an anti-oppressive, human rights framework
- Familiar with program expectations funded by Immigration, Refugees and Citizenship Canada
- Computer skills with knowledge of language educational softwares, MS Word and the Internet
- Ability to work independently with solid time management and organizational skills
- Fluency in a second language is an asset (Spanish, Tamil, Chinese, Urdu, Russian, etc).

Wage: \$38.16 per hour, plus 4% vacation pay

Working Hours: On call

Location: 489 Queen Street East, Unit 100

HOW TO APPLY

To apply for this position, please submit a resume and cover letter to **careers@newcomerwomen.org** by 11:59 PM EST August 26th 2024, and quote “LINC Instructor - Supply Teacher” in the subject line.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require accommodation, please let us know in advance and we will work with you to meet your needs.