



**INTERNAL/EXTERNAL JOB POSTING #24-34**  
**LINC Instructor (Language Instruction for Newcomers to Canada)**

**Position Type:** Part-Time, Contract Position (15 hours per week)

**Contract Length:** January 6<sup>th</sup> 2025-March 31<sup>st</sup> 2025 (with a possibility of extension depending on funding availability)

**Hiring for 3 positions:** 2 Day time positions (9:00 am- 2:30 pm)

1 Evening position (5:00 pm – 10:00 pm)

**Location & Details:** (Hybrid: Remote & Office): Based out of Southfields @225 Dougal Ave. Caledon and/or 4 Industrial Rd, Bolton as assigned.

**Deadline to Apply:** 2 weeks from job posting date

**Agency Overview:** Throughout the entirety of the Town of Caledon, Caledon Community Services (CCS) is helping shape the future of a caring and engaged Caledon community. Our social service programs address community needs in a uniquely challenging and increasingly diverse GTA community. CCS is home to Caledon's only accessible transportation program, the Exchange Community Hub that includes food support and a range of activities, the Caledon Specialist Clinic, and personal support services for seniors. We offer settlement services and language classes for newcomers and comprehensive employment services for job seekers and local businesses. We provide paid training programs for Caledon youth as well as exciting internships and volunteer opportunities. Finally, we invite the community to shop at Evolve, a retail shopping destination. We host a variety of fundraising events annually. We invite you to volunteer with us. Proceeds raised support service delivery for many of our programs. The breadth of our services makes for compelling opportunities to attract new friends and raise support for our work. **Learn more at [ccs4u.org](https://ccs4u.org).**

**Our Customer Service Vision: Making it Easy to Ask, Participate and Give**

**Position Overview:**

LINC is a federally funded program open to all adult immigrants, 18 years of age and over, who are Permanent Residents or Convention Refugees. The LINC Instructor provides language instruction in English, one of Canada's official languages, to allow participants to acquire the necessary language skills to integrate into Canadian society. This position is responsible for creating and delivering lesson plans and rubrics for the LINC Program as outlined in the LINC Curriculum and Portfolio Based Language Assessment (PBLA) Guidelines, in accordance and compliance with Immigration, Refugees and Citizenship Canada (IRCC) program funding requirements and guidelines. The incumbent must be able to



relate and respond to participants' needs and tailor classroom activities around these needs in a timely manner, while also providing timely information to the Manager of Newcomer Programs to manage participants' needs, attendance and Canadian Language Benchmarks (CLB) advancement.

**Position Deliverables/Accountabilities:** Reporting to the Manager, Newcomer Programs (or designate), the LINC Instructor:

- Sets up the classroom and appropriately plans, organizes and prepares in advance of the class (lesson plan, photocopies, etc.); Maintains a neat, clean and organized classroom.
- Teaches LINC class applying LINC Curriculum Guidelines, CLB documents and PBLA principles.
- Effectively teaches language and learning skills to participants using a variety of instructional techniques, methods, media, and materials.
- Takes initiative and lead for classroom activities and special events (including outside agency activities, eg. External contests, "Change Day", "Purple Day", "Orange Shirt Day," etc.).
- Designs and provides professional, appropriate and motivational lesson plans consistent with accepted teaching methods and level(s) of the class, while using a variety of delivery methods, tools and media.
- Deliver classes in varying formats (online, [Hyflex](#), in-person) using technology and LMS
- Checks in regularly with clients regarding topic interests and updating long range lesson plans, to reflect client interest and feedback.
- Develops student interest in learning by incorporating new materials and lesson plans, using various media outlets, to keep client retention, clients interested and motivated and in keeping with client retention in mind.
- Provides daily opportunities for progression for students who may have stagnated at the same CLB level.
- Creates an effective learning environment where participants feel welcome and interested in learning.
- Holds self and others accountable for making principled decisions, addresses unethical behaviours appropriately, including (but not limited to) correcting client misbehaviour, swiftly and appropriately.
- Provides client-centered, task-based, communicative classroom and programming where the lessons emphasize student-to-student interaction.
- Functions as the daily in-class client contact.

- Works with volunteer instructors and placement participants.
- Conducts initial and on-going assessments of learners' needs and progress, including PBLA; Assigns appropriate Benchmarks and provides client feedback.
- Completes and maintains clear and accurate required documentation in a proficient and timely manner, including (but not limited to) preparing and keeping accurate and timely students' progress reports, report cards, instructor reports, client attendance, childcare attendance, instructor reports, daily lesson plans, instructor reflections, etc.
- Ensures confidentiality of all client information and adherence to Agency Privacy Policy.
- Represents CCS, participates in LINC and agency events, and dresses appropriately to conduct duties in a safe manner and show a professional image relevant to the work setting.
- Treats all students equally and with the same respect for all.
- Makes appropriate recommendations to enhance the level of service to learners.
- Participates in professional development sessions such as the annual TESL Conference and agency events whenever possible.
- Communicates feedback to participants in an appropriate and sensitive manner also accommodating special learning needs as required.
- Works in collaboration with the Manager, Newcomer Programs to ensure that the individual needs of the participants are being met, including referrals to other settlement agencies as deemed appropriate
- Follows program procedures/rules (locking doors, laptop cabinet, locking cabinet, etc.).
- Completes tidying tasks of their work area (i.e., classrooms, common workspaces, etc.) contributing to a healthy, safe, and sanitary workplace.
- Effectively adapts lessons based on the analysis of student feedback and manager's suggestions; implementing and sustaining changes to reflect feedback in an efficient and effective manner.
- Seeks and welcomes feedback from clients/manager/community in a friendly, professional manner and develops and delivers new lesson plans with this feedback in mind and consistently maintains these implementations.

## **Qualification Criteria:**

### **Education:**

- TESL Ontario Certification or TESL Ontario certification in progress and a minimum of 1-year ESL teaching experience.

- Bachelor degree in Arts, Education, Linguistics, English, Literature, Journalism, Social Science or equivalent combination of relevant education and experience

### **Nature of Experience Required**

- 2 to 5 years' experience, directly working with the newcomer population

- Teaching experience

- Experience with the following guides: Canadian Language Benchmarks, Canadian Language Benchmark Sample Tasks, Canadian Language Benchmarks Companion Tables, Canadian Language Benchmarks-A Guide to Implementation, LINC Curriculum Guidelines, CLB ALL, and the Summative Assessment Manual, CLB ESL for Adult Literacy Learners (ALL).

- Experience working with diverse groups; clients from a variety of cultures

- Experience working directly with newcomer settlement and integration sector

- Experience working with databases (HARTs, iCARE) and online LMS platforms

### **Knowledge Required**

- Thorough understanding of the revised National Placement and Progression Guidelines (NLPPG)

- Knowledge of diversity policies and practices and demonstrated ability to apply these.

- Knowledge of immigrant and/or settlement services and the needs of immigrants.

- Understanding the principles of adult education.

- Demonstrated understanding and application of CLB, LINC Curriculum Guidelines, ALL, and Portfolio Based Language Assessment (PBLA).

- Experience using the History of Assessment, Referral and Training Systems (HARTs) for recording course data, learner data, ESL/CL/SLT course registration and attendance on the client registration

- Assess learners' language skill gain and progress in language proficiency gain according to the Canadian Language Benchmarks using Portfolio Based Language Assessment (PBLA) in all Adult Language Training courses



- Knowledge of database applications, iCARE and other settlement services systems
- Working knowledge of MS Office 365, with ability to teach computer sessions
- Punctual, reliable and disciplined.

### **Skills Required**

- Superior English language skills (verbal and written);
- Ability to work independently and as part of a team with solid time management, leadership and organizational skills
- Strong pedagogical skills, classroom management skills, and creative abilities.
- Previous experience facilitating ESL/LINC learning and excellent lesson planning skills; facilitation driven by client needs
- Strong digital skills with ability to work virtually on Google classroom, Google Meet, Zoom, Kahoot! Ellii, and other educational web-based apps and platforms
- Fluency in a second language is an asset.
- Strong interpersonal skills.
- Problem solving skills; solution-based approach to guide client needs

Interested applicants can apply by forwarding an **updated resume and cover letter** via e-mail to [recruit@ccs4u.org](mailto:recruit@ccs4u.org) **by the deadline. Please cite competition #24-34.**

We thank all applicants for their interest but will only be contacting those selected to attend an interview. *CCS is an equal opportunity employer encouraging applications from qualified individuals from diverse groups including Indigenous peoples, visible minorities, persons with disabilities, persons of all sexual orientation or gender identity and other grounds identified under the Ontario Human Rights Code. CCS will provide information and/or accommodation pertaining to this job posting and/or the recruitment process in an accessible manner upon request.*

