

## Language Instruction for Newcomers – Teacher (Supply)

The Halton Multicultural Council (HMC Connections) helps newcomers settle and integrate into a more welcoming and inclusive community.

- This position is causal filling in for sick and vacation time with no guaranteed hours at an hourly rate of \$45.43.
- Please send your resume and cover letter to [linc@hmconnections.com](mailto:linc@hmconnections.com) and refer to “LINC Teacher” in your subject line.
- Posting closes March 31, 2025 or until suitable candidates are found.

### Duties and Responsibilities

- Teach a daily LINC class, following LINC Curriculum and PBLA Practice Guidelines
- Develop and maintain a culturally sensitive, welcoming, and pedagogically effective classroom environment
- Use Google Classroom and the Avenue LMS as a regular part of teaching; ongoing tech learning is expected and required (support is provided)
- Prepare modules, lessons and regular assessments in alignment with LINC themes
- Conduct ongoing assessment of students’ needs and tailor class content accordingly
- Provide regular, effective feedback on student work
- Monitor students’ progress on an ongoing basis, planning course content to address required CLB competencies, and promoting to new CLB benchmarks as they are achieved
- Keep organized, accurate records; e.g., for attendance, assessment results, student progress towards CLB promotion
- Prepare occasional reports as required; e.g. quarterly summary of class progress, challenges and needs; annual Learner Progress Reports
- Attend and participate in meetings with the Language Program Team as well as all-staff meetings
- Read and respond regularly to email and other messages; communicate efficiently and effectively with team members
- Participate in and help with activities of the wider HMC organization; e.g. AGM, Multiculturalism Day
- Perform other duties as required

### Qualifications and Experience

- Certified or eligible for certification by TESL Ontario
- PBLA trained or in training
- Avenue (avenue.ca) trained or in training
- Minimum 3 years’ experience teaching adults of diverse cultural backgrounds in a LINC/ESL environment
- Previous experience delivering online instruction
- Demonstrated understanding and experience with CLB and PBLA
- An understanding of the unique experiences facing newcomer families and the process of integration into a new society

Phone (905) 842-2486

Fax (905) 842-8807

[www.hmconnections.com](http://www.hmconnections.com)

One community for all

#### **Head Office**

380 Dundas St. E., Unit 11  
Oakville, ON, L6H 6Z9

#### **Milton**

55 Ontario Street South  
Milton, ON, L9T 2M3

#### **Burlington**

777 Guelph Line, Ste. 204  
Burlington, ON L7R 3N2

#### **Georgetown**

360 Guelph Street, Unit 33  
Georgetown, ON, L7G 4B5

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- Sensitivity to diverse learner needs
- Willingness to comply with funder requirements and agency policies and protocols
- Must be punctual, reliable, disciplined, and professional
- Valid driver's license and access to a reliable vehicle

## Required Skills

- Excellent oral and written English skills
- Excellent interpersonal skills; ability to promote a collaborative team atmosphere both in the classroom and with colleagues
- Sound knowledge of MS Office, Google Classroom and related apps
- Ability to work independently, with strong time management, organizational and problem-solving skills and attention to detail
- Ability to multitask, prioritize and manage stress

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