

## **Internal/External Job Posting** **LINC Instructor (Scarborough Centre)**

TCCSA is seeking one **LINC Instructor** who is passionate about teaching and can make learning interesting and fun for their students. The LINC Instructor is responsible for the provision of instruction in English as a Second Language and life skills required by newcomers to Canada, following a curriculum which is adapted to the needs of newcomers.

The details of the position are listed as the followings:

<b>Job Title:</b>	LINC Instructor (File #18 – 25)		
<b>Location:</b>	TCCSA – Scarborough Centre (325 Bamburgh Circle, Unit A107 Toronto, ON M1W 3Y1)		
<b>Levels and Working Hours</b>	Literacy: Monday to Friday 9:30 a.m. – 12:00 noon 12.5 hours / weeks	<b>Posting Date:</b>	May 27, 2025
		<b>Closing Date:</b>	June 17, 2025
<b>Salary:</b>	\$41.96 per hour	<b>Start Date:</b>	July 2025

### **Responsibilities:**

- Design, implement and instruct LINC students based on the CLB and PBLA Guidelines, both online and in-person;
- Design PBLA-based module plans as well as daily lesson plans following the Revised CLB 2012 and the LINC Curriculum;
- Provide computer-assisted instruction using language learning software & websites to complement theme-based lessons;
- Design assessment tasks for ongoing evaluation of learners' progress based on the Canadian Language Benchmarks and PBLA guidelines;
- Adhere to the assigned class schedule and work cooperatively with LINC Supervisor, Program Assistant, and regular teachers to maintain program quality;
- To maintain good attendance ratio to meet funding requirements;
- Assist in program-related activities and/or tasks assigned by the LINC Supervisor.

### **Qualifications:**

- ✓ Canadian university degree or equivalent;
- ✓ TESL Ontario certified;
- ✓ Completion of Portfolio-Based Language Assessment (PBLA) training and Canadian Language

Benchmarks Boot Camp;

- ✓ Preference will be given to candidates with a minimum of 2 years of experience in teaching all levels of adult ESL/LINC classes;
- ✓ Good knowledge of PBLA and CLB standards, and proficiency in HARTS;
- ✓ Knowledge and experience in EduLINC, Avenue, and/or other courseware. Avenue Stage 2 or above certification is a definite asset;
- ✓ Ability to work independently with excellent organizational and time management skills;
- ✓ Ability to assess language competence of adult participants using the Canadian Language Benchmarks;
- ✓ Proficiency in supporting learners remotely via phone or online tools and resources;
- ✓ Experienced in Microsoft 365 and Office environment;
- ✓ A clear, mandatory Vulnerable Sector Screening-Police Reference Check.

#### **Application Deadline:**

Please submit application by **June 17, 2025, 4:00 pm** through email: [recruit@tccsa.org](mailto:recruit@tccsa.org).

Applicants should quote File #18-25 on the application.

We thank those who are interested in this position. Only selected candidates will be contacted for an interview. Regrettably, we cannot accept telephone inquiries.

TCCSA is an equal-opportunity employer. TCCSA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.