

Internal/External Job Posting

LINC Instructor x 2 Openings (York Centre)

TCCSA is seeking two **LINC Instructors** who are passionate about teaching and can make learning interesting and fun for their students. The LINC Instructors are responsible for delivering English as a Second Language and life skills instruction to newcomers to Canada, following a curriculum which is tailored to their needs.

The details of the position are listed as the followings:

Job Title:	LINC Instructors x 2 Openings (File #27– 25)		
Location:	TCCSA - York Centre (3636 Steeles Avenue East, Unit 213A, Markham, Ontario L3R 1K9)		
Levels and Working Hours	Literacy: Mon to Fri 9:00 a.m. - 12:00 pm 15 hours / weeks	Posting Date:	October 07, 2025
		Closing Date:	October 17, 2025
Salary:	\$41.96 per hour	Start Date:	October 2025

Responsibilities:

- Design, implement and instruct LINC students based on the CLB and LINC Curriculum 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;
- ✓ 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 **October 17, 2025, 4:00 pm** through email: recruit@tccsa.org.

Applicants should quote File #27-25 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.