

**REXDALE WOMEN'S CENTRE
JOB POSTING**

POSITION: LANGUAGE TRAINING INSTRUCTOR
HOURS/WEEK: 15 hours a week (M - F 9:30 am – 12:30pm)
RATE OF PAY: \$ 34.95 per hour
CONTRACT PERIOD: Monday, October 2, 2017 to March 31, 2018

The Language Training Instructor plans and delivers ESL instruction to adult students enrolled in the Language Training Program at the Rexdale Women's Centre. The primary responsibilities for this position include developing and delivering community-based ESL program as well as teaching materials based on the Language Training Curriculum. Instructor must implement and use the PBLA approach to assess and monitor student progress.

DUTIES AND RESPONSIBILITIES:

- Coordinate curriculum development and teaching activities in consultation with the Language Training Coordinator and Rexdale Women's Centre's staff (as approved by Executive Director).
- Conduct on-going needs assessment, development, and evaluation of program.
- Prepare, plan and deliver settlement and multi-leveled, student centered, ESL lesson material and teaching aids.
- Monitor and record student progress on a regular basis in order to maintain continuous quality improvement standards.
- Work with the Language Training Coordinator to ensure recruitment, client intake and promotional activities take place.
- Work in coordination with other program staff.
- Supervise, monitor and support program volunteers.
- Encourage and facilitate communication both within the program and the agency.
- Research and make recommendations on the purchasing of ESL references, aids and materials to the Language Training Coordinator.
- Perform required administrative duties: take attendance, submit forms, etc.
- Prepare monthly and quarterly activities reports.
- Keep Language Training Coordinator informed about significant developments.
- Perform any other duties as assigned by the Coordinator.
- Attend team and RWC meetings and participate in multi-disciplinary committee work.
- Adhere to RWC personnel policies, procedures and practices.

QUALIFICATIONS:

1. TESL Ontario Certification.
2. Knowledge of PBLA
3. Cross-cultural training or experience in working in a multicultural environment.
4. Knowledge of settlement issues.
5. Possess skills in facilitating group discussion and problem solving.
6. Strong English language communication skills.
7. Proven leadership skills.
8. Strong proven ability to work cooperatively in a team environment.

9. Computer literacy.
10. Solid working knowledge of Language Training Program Guidelines and Procedures.
11. A confidentiality agreement, criminal record and T.B. checks are requirements of employment.

How to Apply:

DEADLINE: September 18, 2017

**Submit Resumes to:
Hiring Committee for the Language Training Instructor
925 Albion Rd, Suite 309
Rexdale, ON M9V 1A6**



**EMAIL: srivera@rexdalewomen.org
Only applicants who will be interviewed are contacted
RWC is an equal opportunity employer and subscribe to the Ontario Human Rights Act.
RWC is a United Way Member Agency**