



Job description

Position title: LINC Instructor

Reporting to: LINC Coordinator

Position Summary:

As a member of the NEW language team, the LINC Instructor works in collaboration with team members and participates in curricula development, assessment and evaluation of student needs within a women-centered framework. Staff work within the guidelines, policies and mission of the organization and is accountable and responsible for specific projects as assigned.

Duties and Responsibilities

- Teach a daily class in compliance with CLB Curriculum Guidelines and Canadian Language Benchmarks (formerly LINC program)
- Design and provide professional, appropriate and innovative lesson plans consistent with accepted teaching methods and the needs of senior students
- Develop curricula which promotes civic engagement & human rights learning outcomes for newcomer women
- Develop and maintain an inclusive & equitable classroom atmosphere where participants are welcome and engaged in learning
- Combine classroom teaching with computer lab instruction using ESL educational software
- Plan appropriate activities to complement curriculum activities
- Ensure and monitor high level of student attendance and active participation
- Provide monthly reports in timely manner
- Maintain and provide statistical and attendance information for monthly report
- Ensure compliance with funder requirements and agency policies and protocols
- Demonstrated commitment to customer service and a strong team player

Qualifications

- TESL Ontario Certification
- Commitment to working in a feminist agency working from a anti-oppression framework
- A minimum of two years experience teaching ESL or LINC at various levels

- Sound knowledge of Canadian Language Benchmarks and ability to benchmark student progress
- Excellent lesson planning, communication and interpersonal skills
- Demonstrated knowledge and ability working within an anti-oppressive, human rights framework
- Familiar with program expectations funded by Citizenship and Immigration Canada
- Computer skills with knowledge of ESL educational software, MS Word and the Internet
- Ability to work independently with solid time management and organizational skills
- Fluency in a second language is an asset (Spanish, Tamil, Chinese, Urdu, Russian, etc).

Wage: \$34.30 per hour, plus 4% vacation pay, and health & life benefits after successful completion of a 3 month probation period.

Working Hours: 25 hours per week, Monday to Friday

Annual Salary: \$ 40,474 (236 days of instruction)

Start date: April 1, 2012

Please respond in writing with job code # LINC - 121301 **no later than 5:00 p.m. on Feb. 10 to human_resources@newcomerwomen.org**

Thank you to all applicants for your interest in the position. However, only candidates selected for an interview will be contacted.

No Phone Calls Please.