

University Settlement

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Charitable #: 119279412RR0001



Over 100 Years of Service in the Community

LANGUAGE DEPARTMENT LINC PROGRAM

JOB POSTING

JOB POSITION/TITLE: LINC Instructor for part time bilingual Literacy classes
DEPARTMENT: Language Department
REPORTS TO: Department Director
DATE: July 2019

EDUCATION/QUALIFICATIONS:

- TESL certificate from an accredited institution recognized by TESL Ontario
- Certified by TESL Ontario
- At least 2 years teaching English as a Second Language to adult newcomers
- Experience in using the Revised Canadian Language Benchmark 2012, the LINC Curriculum Guidelines and ESL for Adult Literacy Learners 2015
- Experience using software used in the LINC program e.g. (Ellis, Clarity, Explore Canada)
- Experience working with multi-culturally diverse learners with various language abilities
- Fluency in English and Mandarin

CLASS ROOM RESPONSIBILITIES:

- Plan, design and teach English as a Second language classes in a LINC program based on the PBLA (Portfolio Based Language Assessment) guidelines;
- Develop PBLA based module plans and daily lessons based on the LINC Curriculum Guidelines;
- Design assessment tasks for ongoing evaluation of learners' progress using the Canadian Language Benchmark's and PBLA guidelines;
- Support learner in organizing and updating the PBLA Language Companions;
- Prepare learners' progress reports and conduct one to one interviews with learners;
- Be able to inform learners of community resources, social services and government resources;
- Arrange for guest speakers and class trips in consultation with Department Coordinator;
- Tact and discretion required to deal with or to settle requests or complaints

DEPARTMENT RESPONSIBILITIES:

- Submit lesson plans to Department Coordinator two weeks in advance;
- Submit accurately completed registers and monthly narratives to Department Coordinator at the end of each month;
- Stay up to date using Tutela.ca;
- Attend staff meetings throughout the year and participate in program events such as the Annual Year End Celebration;
- Commitment to work effectively as a team with other instructors regarding programming and special events;
- Must notify Department Director of any planned/emergency absences and must find a supply teacher for your class from the approved list of supply teachers;
- Ensure the safety of adult learners on field trips and report any arising needs and concerns directly to Department Director

OTHER RESPONSIBILITIES:

- Attend Professional Development workshops and in-service training when opportunities arise
- Other duties as assigned by Department Director

RATE: \$31.52/hour for part-time class position

SCHEDULE: Part time weekday classes (Monday to Friday 9:30 -2:30pm)

DETAILS: Unionized position

Please send a detailed resume by **August 9th, 2019** to:

Sharon McCalla

Human Resources Generalist

23 Grange Road

Toronto, Ontario

M5T 1C3

sharon.mccalla@universitysettlement.ca

*University Settlement is an equal opportunity employer. We would like to thank everyone for submitting an application; only those chosen for an interview will be contacted