

# University Settlement

---

23 Grange Road, Toronto ON M5T 1C3  
Telephone: 416-598-3444 Fax: 416-598-4401  
Website: [www.universitysettlement.ca](http://www.universitysettlement.ca)  
Charitable #: 119279412RR0001



## *Over 100 Years of Service in the Community*

### **LANGUAGE DEPARTMENT - LINC PROGRAM**

**JOB POSITION:** LINC Instructor for **Bilingual English-Mandarin Literacy**

**DEPARTMENT:** LINC Department

**REPORTS TO:** Director, Settlement and Social Services

### **JOB POSITION/TITLE: LINC Instructor for Bilingual English-Mandarin Literacy**

#### **CLASSROOM RESPONSIBILITIES:**

- Plan, design and teach a bilingual English/Mandarin Literacy class based on the LINC program + 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.
- Work with settlement department to arrange for guest speakers 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 Coordinator 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 Coordinator.

#### **OTHER RESPONSIBILITIES:**

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

**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
- Fluency in English and Mandarin
- 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
- PBLA training and/or experience

**TERMS OF EMPLOYMENT:** Police Reference Check, satisfactory to University Settlement is a requirement of this position.

**SALARY/RATE:** \$38.09 per hour, plus an additional \$0.60 in lieu of benefits once passed probation

**DETAILS:** Unionized position, restricted to individuals living within 100 km of the work location

Please send a detailed resume to: [info@universitysettlement.ca](mailto:info@universitysettlement.ca)

**ORGANIZATIONAL OVERVIEW:**

University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being the first community-based social service centre in the City of Toronto. University Settlement's four offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities. University Settlement is committed to enhancing the quality of life of the people in the communities we serve through our many programs and services. With a full-time and part-time staff of approximately 150, University Settlement has developed programs to address the needs of more than 10,000 users annually through diverse areas such as settlement services, English language classes, employment counseling, senior services, youth programming, homeless programs, music and arts education, and daycare.

**Equal Opportunity Employer Statement**

University Settlement is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the Employment Standards Act. University Settlement makes hiring decisions based solely on qualifications, merit, and business needs at the time.