

Digital Coordinator/Classroom Assistant (DC/CA)

To provide digital literacy instruction to English language students and support for the LINC and Stage 1&2 teachers at the Moose Jaw Multicultural Council to enhance student support and success in the English Language program.

The DC/CA will support the daytime LINC teachers in working one-on-one and in small groups online for student learning support. The DC/CA will also complete other educational tasks to assist the students as deemed appropriate by the LINC teachers and Language and Employment Program Manager. The DC/CA will work alongside the other instructors to compile resources for and provide one-on-one or small-group digital literacy instruction.

The DC/CA reports directly to the Language and Employment Services Manager and works alongside the LINC Teachers to ensure quality and seamless service for clients.

Primary Duties & Responsibilities

Digital Coordinator

- Compile digital support needs
- Work one-on-one or in small groups to deliver a digital support session and workshops
- Assist students in obtaining email addresses, operating a device, accessing various online platforms, and addressing any other digital support gaps for them to successfully participate in language training and other settlement programming
- Schedule appointments with students to lend out digital devices
- Maintain up-to-date records of the lending library of digital devices
- Perform scheduled maintenance on digital devices as needed
- Create and distribute short instructional videos or other resources on completing basic digital tasks

Classroom Assistant

- Work alongside the teachers during regular class time to assist students either one-on-one or in small groups
- Complete basic administrative tasks as prompted by the instructor such as attendance, marking assignments, photocopying, updating scorecards, etc.

Qualifications/Skills & Abilities

- Previous experience teaching adult ESL/EAL students
- Experience working with digital learning platforms (i.e. Avenue, Google Classroom, Big Blue Button)
- Experience teaching digital literacy and computer literacy skills to newcomers
- Provide computer-assisted instruction using language learning software, Google Workspace, and MS Office programs. Integrate online resources and delivery tools such as LearnIT2Teach in language instruction
- Demonstrated knowledge of adult EAL/ESL resource centres (i.e. Tutela, settlenet.org)
- Specific experience working with Avenue and Certified in Learn IT2Teach Stage 3 considered a strong asset
- Demonstrated knowledge of PBLA (portfolio-based language assessment) and Canadian Language Benchmarks (CLB)
- Excellent organizational skills
- A clear criminal record and vulnerable sector check
- Able to work efficiently with little direct supervision

Regular Work Schedule

- Full-time – 32.5 hours per week
- Regular work schedule Monday-Friday 8:30AM-4:00PM