

JOB DESCRIPTION – APPENDIX “A”

Language Instruction for Newcomers to Canada Teacher/ Stage 1 & 2 Instructor

The Language Instruction for Newcomers to Canada (LINC) program supports language training in English to adult newcomers who are permanent residents.

The Language Instruction for Newcomers to Canada Teacher/Stage 1 & 2 Instructor directly reports to the Language Services Manager

Primary Duties & Responsibilities

- Design, implement, and instruct English as a Second Language classes in a LINC program based on the PBLA (Portfolio Based Language Assessment) guidelines and LINC curriculum
- Design PBLA-based module plans as well as daily lesson plans
- Develop a diversity of course materials that are based on the Curriculum Guidelines in a task-based program
- Conduct ongoing needs assessments with learners, assist them in setting learning goals, and develop lessons accordingly
- Design assessment tasks for ongoing evaluation of learners’ progress based on the Canadian Language Benchmarks and PBLA guidelines
- Assist learners in organizing and updating the PBLA Language Companions (learner portfolios) as evidence of their learning progress
- Create and maintain student PBLA scorecards
- Prepare learners’ conference summaries and progress reports. Conduct one-on-one interviews with learners to provide feedback on learning progress
- Provide computer-assisted instruction using language learning software, Google Workspace, and MS Office programs. Integrate online resources and delivery tools such as Avenue.ca and ELLII.com in language instruction
- Maintain attendance records and other documentation and reporting as required
- Organize special events to enhance learners’ participation and cultural experience
- Coordinate with SWIS Workers, Settlement Workers, and Community Connections Coordinator for orientations and special events
- Prepare and clean up from special events
- Assist in the setup and breakdown of classroom arrangements before and after events
- Assist in moving furniture in and out of classrooms for special events, meetings, and maintenance
- Safely handle and transport furniture, ensuring no damage to the items or the classroom environment
- Relocate and set up classroom tables, chairs and other items as needed
- Other duties as outlined by the Language Program Manager

Qualifications

- TESL Canada Professional Certificate Standard 1 Permanent (interim may be considered) or acceptable/transferable certification equivalent.
- A member in good standing or the ability to obtain immediate membership to TESL Saskatchewan

- Experience teaching/working with English as a Second Language to adult newcomers
- In-depth understanding of and experience using the Canadian Language Benchmarks (CLBs) from Foundation Literacy to CLB 6 and the LINC Curriculum Guidelines
- Experience and knowledge of PBLA (portfolio-based language assessment)
- Demonstrated capability in lesson planning and curriculum development
- Ability to adapt teaching methodology to the needs/skill levels of individual learners.
- Experience working with multi-level classrooms
- Experience teaching in a Hy-Flex classroom
- Excellent English communication and interpersonal skills
- Excellent problem-solving and sound judgment abilities
- Demonstrated sensitivity to the needs of adult immigrants and refugees.
- Ability to work independently and under pressure with excellent organizational and time management skills.
- Strong digital literacy skills
- Adaptable, flexible, and a good team player
- Ability to obtain a clear criminal record and vulnerable sector check.

Work Conditions

- Full-time – 32.5 hrs/week (LINC)
 - Regular work schedule Monday-Friday 8:30AM-4:30PM
- Part-time – 6-12 hrs/week (Stage 1 & 2)
 - Regular work schedule Monday & Wed 6:15-9:15 and/or Tues & Thurs 6:15PM-9:15PM (actual teaching time from 7:00PM-9:00PM)