JOB DESCRIPTION – APPENDIX "A"

Language Instruction for Newcomers to Canada Teacher

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 Instructor directly reports to the Language and Employment 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 after special events
- Other duties as outlined by the Language and Employment 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 in 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, 8:30 AM- 4:30 PM