



April 3, 2019

Job Posting-Internal/External
#CS14-19-01

LINC INSTRUCTOR (PART-TIME PERMANENT)

JOB OVERVIEW

Under the direction and support of the Program Coordinator, Program Assistant and Lead Teacher, instructs level-appropriate CLB 5/6 English classes for adult immigrant and refugee newcomers. Facilitates integration into the local community by increasing students' understanding of Canadian language and culture as well as through field trips and guest speakers. Monitors student progress through the components of portfolio-based language assessments and provides feedback to students informally on an ongoing basis and formally through student progress reports and conferencing.

RESPONSIBILITIES

- Prepares lessons (including materials selection/creation, and assessment creation/adaptation) and delivers CLB-aligned task-based lessons consistent with the LINC program and monthly teaching goals utilizing the computer lab and other technologies as required.
- Conducts on-going and monthly needs assessment with students to determine which themes, topics and outcomes to include in lesson planning.
- Maintains current and accurate class records. Completes a daily record of students' attendance and punctuality.
- Assists in organizing field trips, arranging for guest speakers and other socio-cultural activities that connect learners with the community consistent with monthly teaching goals and overall LINC program objectives.
- Collaborates proactively with LINC administration when making referrals for students and assists in resolving any student issues.
- Prepares portfolio-based progress reports and conducts individual student progress conferences twice per year or more frequently if required.
- Keeps abreast of current ESL and online teaching techniques and LINC program developments. Attends staff meetings, sharing sessions and internal professional development events.
- Creates a supportive and positive learning environment. Promotes the development of friendship and support among students. Promotes cross-cultural sharing among students.
- Promotes community programs, services, events and initiatives. Promotes volunteering opportunities for students to continue practicing English in the community.
- Encourages newcomers' engagement in their community.
- Supervises class volunteers.
- Performs other related duties as assigned.

QUALIFICATIONS

- Recognized Bachelor's degree (in related field an asset) and a TESL certificate from a TESL Canada recognized institution.



- Minimum 2 years' experience teaching adult ESL using student-centered, communicative teaching methods. Experience teaching LINC levels 5 and 6 in a community-based, settlement language program and experience in multi-level classes an asset.
- Experience assessing and evaluating students using CLB indicators and PBLA (Portfolio Based Language Assessment). Documentation of CLB and PBLA training required.
- Demonstrated ability to prioritize, organize and complete tasks with minimal supervision.
- Demonstrated ability to remain current with CLB competencies and associated resources.
- Demonstrated proficiency with current technology tools, online learning platforms and social media resources.
- Sensitivity to and understanding of the needs of immigrant families.
- Ability to work with a diverse staff (program coordinator, program assistant, teachers and childcare staff)
- Attitudes and values in keeping with the goals and philosophies of the Collingwood Neighbourhood House
- Current Criminal Record check required.

JOB DETAILS

Salary: \$35.98 per hour – 18 hours per week
(15 hours' instructional time plus 3 hours' administrative time)

Schedule: Monday to Friday 9 a.m. – 12:30 p.m. 45 weeks per year.

Location: CNH Annex, 3690 Vanness Avenue, Vancouver

Expected Start Date: May, 2019

This is a unionized position covered by a Collective Agreement with CUPE Local 1936-05.

APPLICATION PROCESS

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants.

SUBMIT RESUMES BY: April 19, 2019

Marcela Mancilla-Fuller – Settlement Services Coordinator

Please quote reference #CS14-19-01

Email: mmancilla-fuller@cnh.bc.ca

Collingwood Neighbourhood House - **5288 Joyce Street**
Vancouver, BC V5R 6C9

We appreciate all applications however, only short-listed candidates will be contacted.

NO PHONE CALLS PLEASE!