



**August 3, 2023**

**Internal/External Job Posting #CS14A-23-01**

**LINC – On-Call Instructor, Casual**

### **JOB OVERVIEW**

To provide relief teaching in the LINC program. Must be available Monday to Friday 9 a.m.-12:30 p.m. (in-person classes) and evening class 6:30-8:30pm (online class). Under the direction and support of the Program Manager, Program Assistant and Lead Teacher, instructs level-appropriate CLB 3-7 English classes (three multi-level classes: 3/4, 5/6 and 6/7 CLB) 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**

- Teaches activities prepared by the classroom teacher utilizing the computer lab and other technologies as required.
- In the absence of prepared activities, prepares lesson materials and delivers CLB task-based lessons consistent with the LINC program and monthly teaching goals. 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.
- For long-term assignments, it may be necessary to assist 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.
- As required, 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. If pre-approval has been received, 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.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

- Recognized Bachelor's degree and a TESL certificate from a TESL Canada recognized institution.
- Minimum 1 years' experience teaching adult ESL using student-centered, communicative teaching methods. Experience teaching LINC multi-levels 3- 7 in a community-based, settlement language program. Experience in multi-level classes an asset.
- Experience assessing and evaluating students using CLB indicators and PBLA (Portfolio Based Language Assessment). Documentation of all CLB and PBLA training needs to be provided.
- 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 manager, program assistant, teachers and childcare workers)
- Attitudes and values in keeping with the goals and philosophies of the Collingwood Neighbourhood House
- Current Criminal Record check required.
- Must be fully vaccinated against COVID-19.

## **JOB DETAILS**

**Salary:** \$39.05/ per hour

**Schedule:** Depending on need. Program runs Monday to Friday 9am – 12pm (in-person) and Monday to Thursday, 6:30-9:30pm (online)

**Location:** CNH Annex, 3690 Vanness Avenue, Vancouver

**Expected Start Date:** Variable

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

## **Application Process**

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

### **PLEASE SUBMIT A COVER LETTER AND RESUME TO:**

**Yndira Arteaga**

**LINC Program Assistant**

Collingwood Neighbourhood House

3690 Vanness Avenue,

Vancouver, B.C. V5R 5B636

Email: [linc@cnh.bc.ca](mailto:linc@cnh.bc.ca)

**Please quote reference #CS14A-23-01**

**CLOSING DATE: Open until filled**

**We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.  
No phone calls please.**