



# India Rainbow Community Services of Peel (IRCS)

## LINC (TESL Ontario) Student Placement

<b>Department:</b> Citizenship & Immigration Canada – Integration Program (CIC-IP)		
<b>Position Overview:</b> Under the guidance and supervision of the LINC Teacher the student placement will complete a minimum of 12 observation and 9 practice teaching hours.		
<b>Responsibilities and Duties:</b> <i>(but not limited to)</i>		
<ul style="list-style-type: none"> <li>▪ <u>Observation</u> <i>(minimum 12 hours)</i> <ul style="list-style-type: none"> <li>▪ Observe different classes &amp; levels, classroom dynamics, a variety of learning and instructional styles and techniques, and practical teaching skills such as classroom management, instructional methods, strategies, time/content/material management, and instructional language</li> </ul> </li> <li>▪ <u>Practice teaching</u> <i>(minimum 9 hours)</i> <ul style="list-style-type: none"> <li>▪ Under the guidance of the LINC Teacher, prepare and deliver a lesson</li> </ul> </li> <li>▪ Complete all tasks and responsibilities within assigned timelines</li> <li>▪ Notify supervisor of absences and or lateness</li> <li>▪ Adhere to the mission, guiding principles and values of the organization and the LINC program</li> <li>▪ Maintain confidentiality of clients, staff and peers</li> <li>▪ Represent IRCS in a professional manner at all times</li> <li>▪ Arrive on time and be committed to the agency and the agreed upon hours</li> </ul>		
<b>Qualifications and Skills:</b>		
<ul style="list-style-type: none"> <li>▪ Completion of 2<sup>nd</sup> semester in an accredited TESL Ontario program</li> <li>▪ Knowledge of current LINC Curriculum Guidelines, Canadian Language Benchmarks &amp; Principles of Adult Learning</li> <li>▪ Ability to adapt teaching methodology to the needs/skill levels of individual adult learners</li> <li>▪ Demonstrate professional work behaviour including time management, responsibility for assigned tasks, attention to work details, in addition to solid interpersonal and organizational skills</li> <li>▪ Must demonstrate initiative, a positive attitude and an ability to work in a team setting</li> <li>▪ Must have clear and accurate verbal and written English communication skills</li> <li>▪ Proficiency in Microsoft Office Suite, Internet &amp; Email</li> </ul>		
<b>Approved By:</b> Gurpreet S. Malhotra, Executive Director		<b>Date Approved:</b> July 14, 2014
<b>Student Placement</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b> /     /

Note: This position description is not intended to be all-inclusive. The student placement may perform other related duties to meet the ongoing needs of the organization and their placement.