

JOB POSTING

Job Position: LINC Teacher
Department: Community Services
Status: Monday to Friday – 15 hours per week
(6 month contract position, with the possibility of an extension)
Location: Halton and Peel

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally appropriate services to newcomers, families, women & seniors.

Vision: Leaders in building strong and supportive communities.

Mission: Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

Position Summary:

Under the general guidance of the Manager – Settlement Services, the incumbent will design, plan, prepare and deliver English language instruction to adult newcomers based on LINC curriculum guidelines.

Responsibilities and Duties: *(but not limited to)*

- Prepare detailed lesson plans that aligns with the LINC Curriculum Guidelines up to CLB Level 7 using Canadian Language Benchmarks and principles of adult education
- Conduct a needs assessment and use innovation to design and provide effective, appropriate and motivational lessons geared to meet different skill levels within a class
- Conduct Portfolio Based Language Assessments (PBLA), prepare PBLA progress reports and assign benchmarks based on students' portfolio's at the end of the session
- Adapt learner-centered teaching techniques to suit different learning styles that are consistent with accepted teaching methods
- Develop and maintain a positive and anti-bias classroom atmosphere where participants feel welcome
- Combine classroom teaching with computer lab instruction and apply ESL educational software as an effective teaching tool
- Plan and facilitate field trips and other events in conjunction with the Program Manager
- Maintain clear and accurate records of students and attendance into the HARTs database
- Participate in professional development sessions and actively utilize information to enhance teaching
- Assist in program outreach strategies and facilitate referrals to community resources through Indus's settlement programs
- Contribute and provide support as an active team player in the organization
- Work with the Manager to resolve any student related concerns that may affect program delivery
- Responsible for all teaching resources, i.e. textbooks, videos, audio cassettes, CDs etc
- Submit monthly reports and maintain up to date files on topics/themes covered within each session
- Participate in staff and team meetings, and professional development opportunities as required
- Mentor, train and assist student placements/volunteers in the classroom
- Additional responsibilities may be assigned depending on the emerging needs of our clients and the program

Qualifications and Skills:

- Related university degree with current TESL Ontario certification
- Minimum 2 years' experience teaching English as a Second Language to adults at various levels & diverse cultural backgrounds
- Knowledge & experience of current LINC Curriculum Guidelines, Canadian Language Benchmarks & Principles of Adult Learning
- Ability to adapt teaching methodology to the needs/skill levels of individual learners
- Demonstrated sensitivity to the needs of adult immigrants and newcomers
- Effective communicator with superior verbal and written skills in English
- Strong computer skills in an MS Office environment including proficiency in LINC/ESL educational software
- Solid interpersonal, organizational and leadership skills
- Strong attention to detail and flexible to deal with changing demands of the job
- Ability to work both independently and as a team member
- A Police Vulnerable Sector Check will be required



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Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@induscs.ca by 12:00pm, September 8th, 2017. Please ensure your application email has the subject heading of 'LINC Teacher - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: August 21st, 2017