

LINC (TESL Ontario) Student Placement

Department: Immigration, Refugees and Citizenship Canada / Language Instruction for Newcomers (LINC)

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

- Observation *(minimum 12 hours)*
 - Observe different classes & 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
- Practice teaching *(minimum 9 hours)*
 - Under the guidance of the LINC Teacher, prepare and deliver a lesson
- Complete all tasks and responsibilities within assigned timelines
- Notify supervisor of absences and or lateness
- Adhere to the mission, guiding principles and values of the organization and the LINC program
- Maintain confidentiality of clients, staff and peers
- Represent Indus in a professional manner at all times
- Arrive on time and be committed to the agency and the agreed upon hours

Qualifications and Skills:

- Completion of 2nd semester in an accredited TESL Ontario program
- Knowledge of current LINC Curriculum Guidelines, Canadian Language Benchmarks & Principles of Adult Learning
- Ability to adapt teaching methodology to the needs/skill levels of individual adult learners
- Demonstrate professional work behaviour including time management, responsibility for assigned tasks, attention to work details, in addition to solid interpersonal and organizational skills
- Must demonstrate initiative, a positive attitude and an ability to work in a team setting
- Must have clear and accurate verbal and written English communication skills
- Proficiency in Microsoft Office Suite, Internet & Email

Approved By: Gurpreet S. Malhotra, CEO

Date Approved: May 15, 2017

Note: This description is intended as a guide to reflect the principal functions of the job. However, it is not an all-inclusive listing of the required functions. Further, the description is subject to change at the discretion of management.