

## **Head English Language Instructor – Regular, part-time, term**

### **Job Summary:**

Teacher of English as a second language to adult immigrants: helps learners develop linguistic and cultural competence to participate fully in Canadian education, work and cultural environments and provide orientation to Canadian customs, systems and norms.

The Head English Language Instructor will be responsible for some administrative duties for the language training program at IMSS in addition to teaching duties.

### **Required Qualifications:**

#### **Education and Experience:**

- Bachelor's Degree and recognized TESL/TESOL certificate from a Canadian institution
- Experience teaching adult LINC/ESL learners in a classroom setting
- Community based, settlement LINC/ESL experience desired
- Experience using Canadian Language Benchmarks assessment and Portfolio-Based Language Assessment (PBLA) tools
- Supervisory skills

#### **Knowledge, Skills and Abilities:**

- Cultural competency and sensitivity, understanding the needs of new immigrants to Canada
- Highly organized, tactful, versatile and flexible, with excellent communication skills
- Advanced written and oral English skills
- Intermediate level computer skills with working knowledge of MS Office and the internet

### **Responsibilities:**

- Deliver English language training following the LINC curriculum guidelines to develop life skills and labor market skills to enhance student's integration into Canadian society, the local community and the labor market.
- Foster a trusting and welcoming environment for IMSS students.
- Develop lesson objectives and plans which incorporate task-based settlement language education.
- Demonstrate an understanding of the Canadian Language Benchmarks (CLBs) and their application within the language program
- Identify and use CLB level appropriate authentic materials that provide the learners with current information on matters relevant to their settlement process.
- Apply the CLBs within the language program.
- Evaluate and measure student progress using Portfolio-Based Language Assessment (PBLA) and other assessment tools and techniques appropriate for the purpose.
- Provide course content on Canadian services, systems, life and culture based on CLB standards.
- Adapt methodology to be responsive to changing needs and goals of the learners as they move through stages of settlement process.
- Keep accurate records of work, activities and students' attendance.
- Submit monthly tracking information, program annual/narrative and other required reports, evaluations and keep track of the number of eligible clients as per IRCC.
- Refer clients to onsite Settlement Practitioners or local community services for basic and specialized resources.
- Receive and process applications and carry out CLBPT assessments as needed to place clients in LINC classes.

- Work with the Program Delivery Manager to distribute class load appropriately between instructors in the program.
- Utilize a collaborative and inclusive process to establish a vision for all language training staff in order to meet the targets and outcomes of contracted services.
- Organize and lead monthly teachers meeting, review instructors' monthly teaching summaries to monitor the learning objectives in relation to the CLB descriptors and other class issues.
- Compile necessary certificates and documents for proof of language level for Citizenship purposes.
- Participate in professional development to stay current on latest teaching methods, tools and resources(i.e. conferences, workshops, Tutela.ca for settlement language training, ELSA Net for partner in terms of supports for instructor training, sharing on best practices, information and trends)

**Other Duties and Expectations:**

- Organize guest speakers and/or field trips to introduce clients to community programs, services and resources.
- Supervise and direct volunteers.
- Deliver a program that encourages diversity, flexibility and innovation.
- Works collaboratively as part of the language training team and IMSS team.
- Perform other duties as assigned

**Applications will be accepted until the position is filled.**

**Agency:** Immigrant & Multicultural Services Society of Prince George, 1270 2<sup>nd</sup> Avenue Prince George, BC V2L 3B3

**Timing:** 9.00 am to 2.00 pm (5 hours per day - Monday to Friday).

**Report:** Program Delivery Manager

**Salary Range:** Starting Salary \$ 29.88 per hour as per BCGEU collective agreement

**To apply:** E-mail your resume and cover letter to frankr@imss.ca.

**Hours of work:** for a total of 40 workweeks, 25.5 hours per week, which include 15 hours teaching and 3.5 hours preparation plus 7 hours other duties found in the job responsibilities.

**BCGEU:** IMSS is a unionized workplace. Membership in the BCGEU is a condition of employment.