



JOB POSTING

POSITION: Instructors-Language Instruction for Newcomers to Canada (LINC) Program

Instructs level appropriate English skills to adult newcomers while increasing their understanding of Canadian local, social, workplace and cultural norms.

REPORTING TO: Manager, Language and Skills Development Manager (LSD)

WORK LOCATION: Windsor ON (In-Person Classes)

CONTACT INFORMATION: Hiring Committee- New Canadians' Centre of Excellence Inc.
hr@ncce1.org

RESPONSIBILITIES:

- Guided by current CLB document(s), teaches CLB-aligned skill-building language and settlement lessons to adult immigrants and newcomer refugees in order to facilitate their social, cultural, economic and political integration into Canadian society.
- Preparing materials, task-based lesson plans and activities that meet the CLB and PBLA standards and guidelines, utilizing a variety of methods and resources including but not limited to computers and other technologies as required.
- Create daily and long-term lesson plans through shared resources and previously developed resources to meet student needs and achieve identified objectives. Utilizing lesson materials to deliver CLB-aligned task-based lessons consistent with PBLA and the LINC program.
- Keeps abreast of current ESL and LINC program developments by attending staff meetings, shared sessions, and internal and external PD (professional development) events (with preapproval).
- Available to work day and/or evening and/or summer shifts.

QUALIFICATIONS:

- Degree from a recognized university and a certificate or diploma from a TESL Canada recognized training institution.
- 3-years' experience teaching ESL/LINC to adults.
- Knowledge of Canadian Language Benchmark competencies and associated resources OR an equivalent combination of education, training and experience acceptable to the employer.

- Experience teaching settlement English and training/experience in implementing PBLA an asset.
- Positive approach to a multi-level teaching environment.
- Demonstrate awareness and cultural sensitivity.

SKILLS AND ABILITIES:

- Ability to communicate fluently and accurately in both written and oral English.
- Perform professionally and courteously with students, staff and the public who may come from differing cultural and linguistic backgrounds.
- Strong analytical skills and attention to detail.
- Ability to prioritize, organize and complete tasks with minimal supervision.
- Committed to remain current in CLB and PBLA competencies and associated resources.
- Strong proficiency with current technology tools and software.
- Ability to set and maintain boundaries with staff and students and manage self-care.
- Ability to carry out the duties of the position.

Applicants must be eligible to work in Canada. We thank all applicants, however, only those who are shortlisted will be contacted for an interview.

NCCCE Inc. is committed to an inclusive, equitable and barrier-free workplace.

We are committed to equal employment without regard to age, ancestry, disability, national or ethnic origin, race, religious belief, sex, sexual orientation, gender identity, marital status, political belief, or veteran status.

If you need to be accommodated during any phase of the evaluation process, please contact us at: hr@nccce1.org to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

We recruit, develop, and retain talent excited about building a community where we are all proud to belong.