

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2024-112**

<b>POSITION TITLE:</b> LINC Instructor	
<b>DEPARTMENT:</b> Newcomer Services	<b>STATUS:</b> Contract Full-time, CUPE 7797
<b># HRS / WEEK:</b> 25	<b>CONTRACT DATES:</b> Sept 23, 2024 to June 27, 2025 or until the return of the incumbent
<b>REPORT TO:</b> Senior Manager, Newcomer Services	<b>HOURLY RATE:</b> \$39.93
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** To plan, develop and deliver Language Instruction for Newcomers to Canada program. This position reports to Senior Manager, Newcomer Services and is part of **CUPE Local 7797**.

### MAJOR DUTIES:

- Assess and identify learners' needs; plan and facilitate a curriculum for assigned program, including online/distance delivery, within the framework of LINC Curriculum Guidelines and Canadian Language Benchmarks
- Ensure that instruction and assessment are aligned with the Portfolio-Based Language Assessment (PBLA) approach.
- Report on learners' progress and evaluate the program regularly with the learners to assess if it is meeting their language and integration needs
- Work collaboratively with a team of instructors and settlement workers
- Keep up-to-date on materials, resources and tools of teaching English as a second language
- Maintain accurate program records and statistics and prepare lesson plans and required reports in a timely manner
- Actively participate in and prepare for regular team and individual supervision meetings with the Program Manager
- Assist in outreach activities and the recruitment, placement and referral of LINC clients as needed
- Assist the Program Manager in supervising volunteer instructors and TESL students if required

### REQUIREMENTS & QUALIFICATIONS:

- University graduate (Education and/or Linguistics preferred) plus TESL Ontario certified
- Minimum 2 years of experience in teaching English as a second language
- Experience in second language acquisition curriculum development, assessment and evaluation, including Portfolio Based Language Assessment (PBLA)
- Knowledge of CLB framework, learner assessment tools and placement guideline
- Knowledge of online teaching techniques and tools as they apply to English as a Second Language distance instruction
- Demonstrated experience and willingness to teach a variety of English levels including multi-level and split-level classes
- Proven ability and experience working in a multicultural organization serving diverse ethno-cultural community
- Demonstrated sensitivity to the needs of adult immigrants and refugee
- Ability to work well independently and as part of a team
- Excellent English communication and interpersonal skills
- Experience in incorporating technology in class is an asset.

**To apply, submit your resume with "TNG2024-112" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**