



Substitute Instructors LINC Program – Various Locations

At ISSofBC we believe in:

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

Why choose us!

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

Summary:

Instructs level appropriate Literacy – CLB 8 English skills to adult immigrant and refugee newcomers while increasing their understanding of Canadian local, social, workplace, and cultural norms. For long-term placements of two weeks or more, connects immigrants to the community through field trips and guest speakers and, with IC support determines student progress through portfolio-based language assessment.

Reporting to: Manager, LINC
Instructional Coordinator

How You'll Make a Difference:

- Guided by current CLB document(s), teaches CLB-aligned skill-building language and settlement lessons to adult immigrant and newcomer refugees in order to facilitate their social, cultural, economic and political integration into Canadian society.
- When filling-in for 8 consecutive teaching days or less:
- Teaches lesson(s) prepared by the classroom teacher utilizing the computer lab and other technologies as required.
- In the absence of a prepared lesson, provides the class with skill building language and settlement lessons informed by the current CLB document.
- For teaching assignments lasting more than one day, may be required to create daily lesson plans, prepare materials to support the lesson plan and deliver task-based lessons consistent with established LINC program monthly teaching goals and overall objectives re: CLB-aligned speaking, listening, reading and writing skills.
- Maintains current and accurate class records. Enters attendance records into computerized database daily. Takes daily attendance and if directed enters into database. Communicates information about class and students with the classroom teacher, LINC IC and Manager as requested.
- Performs other related duties as assigned.

When filling long-term on-call assignments (in excess of two weekly shifts - 3 evenings, 4 afternoons or mornings) in addition to the above-noted duties may be required to:

- Conducts monthly needs assessment with students to determine which topics and real-world tasks to include in lesson planning.
- Develops daily and long-term lesson plans to meet student needs and achieve identified objectives. Prepares lesson materials and delivers CLB-aligned task-based lessons consistent with the LINC program teaching goals.
- Organizes field trips, arranges for guest speakers and other socio-cultural activities that connect learners with the community consistent with monthly teaching goals and overall LINC program objectives.
- Maintains up-to-date, accurate class records in database classroom daybook including daily lesson notes, monthly needs assessment results and monthly PBLA assessment and skill-using tasks. Enters attendance records into computerized database daily. Submits required event requests and feedback and student monthly reflection data in a timely manner.

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

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- Collaborates proactively with LINC administration when making referrals for students and assists in resolving any student issues.
- As required, collaborates with students on individual portfolio-based progress reports by providing input and feedback. Conducts individual student progress conferences twice per year or more frequently if required.
- Keeps abreast of current ESL and online teaching techniques and LINC program developments if pre-approval has been received by attending staff meetings, share sessions and internal PD (professional development) events.

What You Bring

Degree from a recognized university and a certificate or diploma from a TESL Canada recognized training institution; *6 months* experience teaching ESL 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.

What Makes You a Change Maker

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

ISSofBC Value Proposition

- Salary Rate: \$29.14 per hour
- Collaborative peers with a wide range of backgrounds and talents
- Inclusive culture and innovative workplace with opportunity for new approaches

ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.

If you are passionate about making a difference, apply now!

Start Date: As soon as possible

Location: ISSofBC Various Locations

Position: Casual, on-call positions starting as soon as possible

Closing Date: Open until filled

Job Competition No: 2022-LINC-19A

Email applications must include: "2022-LINC-19A" on the subject and can be sent to: jobs@issbc.org

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job competition number>" in the subject line.

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