



Substitute Instructors
LINC Program – Various Locations

Job ID #: LINC-SUB

Position: Casual, on call positions starting as soon as possible
Various locations available (Vancouver, New Westminster, Coquitlam, Maple Ridge, Richmond, Squamish)

Application Requirement: External applicants are requested to provide additional information through a brief online questionnaire (<https://www.surveymonkey.com/r/issofbc-linc-instructor-application>). Applicants who did not complete the questionnaire will not be considered for this position.

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:

Instruct 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, connect immigrants to the community through field trips and guest speakers and, with IC support determine student progress through portfolio-based language assessment (PBLA).

Reporting to: Manager, LINC
Instructional Coordinator

How You'll Make a Difference:

- Guided by current CLB document(s), teach 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:
 - Teach lesson(s) prepared by the classroom teacher utilizing the computer lab and other technologies as required.
 - In the absence of a prepared lesson, provide 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.
- Maintain current and accurate class records. Enter attendance records into computerized database daily. Take daily attendance and if directed enters into database. Communicate information about class and students with the classroom teacher, LINC IC and Manager as requested.
- Perform 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:

- Conduct monthly needs assessment with students to determine which topics and real-world tasks to include in lesson planning.
- Develop daily and long-term lesson plans to meet student needs and achieve identified objectives. Prepare lesson materials and deliver CLB-aligned task-based lessons consistent with the LINC program teaching goals.
- Organize field trips, arrange for guest speakers and other socio-cultural activities that connect learners with the community consistent with monthly teaching goals and overall LINC program objectives.
- Maintain 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. Enter attendance records into computerized database daily. Submit required event requests and feedback and student monthly reflection data in a timely manner.
- Collaborate proactively with LINC administration when making referrals for students and assists in resolving any student issues.
- As required, collaborate with students on individual portfolio-based progress reports by providing input and feedback. Conduct individual student progress conferences twice per year or more frequently if required.
- Keep 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: \$29.12 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.

Email applications must include: "LINC-SUB" 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.*

If you are Passionate about Making a Difference, Apply Now!