



**LINC Instructor - CLB 3/4 Evening, LINC Program**  
**(Posted: March 05, 2024 – March 19, 2024)**

**Job ID #:** 24015-LINC

**Position:** Regular part-time position Starting April 2, 2024 – Tuesday to Thursday CLB 3/4 + Prep, total 11.25 hrs/week  
LINC Program, Maple Ridge  
Days off: Monday and Friday

**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 do 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:**

Reporting to the LINC Manager, and under the direction of the Instructional Coordinator, instruct level-appropriate (CLB 3 & 4) skills-building English lessons to adult immigrant and refugee newcomers while increasing their understanding of Canadian local, social, workplace, and cultural norms. Connect immigrants to the community through field trips and guest speakers. Monitor student progress through the components of portfolio-based language assessments and provide feedback to students informally on an ongoing basis and formally through student progress reports and conferencing.

**How You'll Make a Difference:**

- Guided by current CLB document(s), provide CLB 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.
- Develop daily and long-term lesson plans to achieve identified CLB objectives. Prepare lesson materials and deliver CLB task-based lessons consistent with the LINC program and monthly teaching goals.
- Develop appropriate tasks and portfolio-based language assessments (PBLA). Maintain student portfolio files and provide students with reflection time and feedback according to guidelines established by the LINC Lead Teacher team.
- Collaborate with students on individual portfolio-based progress reports by performing such activities as providing input and feedback. Conduct individual student progress conferences either twice or four times per year (depending on level) or more frequently if required.
- Conduct on-going and monthly needs assessment with students to determine which themes, topics, and outcomes to include in lesson planning.
- 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 the classroom daybook. Enter attendance records into computerized database daily. Submit required monthly reporting documents in a timely manner.
- Collaborate proactively with LINC administration when making referrals for students and assist in resolving any student issues.
- Collaborate with LINC teachers to share resources, contribute to program curricula, and plan joint activities, independently and through teacher share sessions.
- Keep abreast of current ESL and online teaching techniques and LINC program developments by participating in internal and external PD events; share learning with colleagues through staff meetings and internal PD as required; complete PD preparation assignments as required.
- Provide input to LINC administration for students' referrals and other student or class issues.
- Actively participate in Assessment Planning Sessions (APS) and team meetings and collaborate with LINC teachers to share resources and professional development knowledge, contribute to program curricula, and plan joint activities.
- Actively participate in professional development opportunities offered by ISSofBC LINC program. Stay current with EAL and online teaching techniques; complete PD preparation and follow up assignments as required.
- Perform other related duties as assigned.

#### **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. 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 ability to deal effectively and courteously with students, staff, and the public who may come from differing cultural and linguistic backgrounds.
- Strong analytical skill and attention to detail.
- Demonstrated ability to prioritize, organize, and complete tasks with minimal supervision.
- Demonstrated ability to remain current in CLB 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**

- Expected Hiring Range: \$29.12 - \$32.04. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- Paid vacation and personal leave granted based on eligibility
- Employer RRSP contribution at 3% with no required employee contribution; Optional employee RRSP contribution at 1-5% with employer contribution up to 5%
- Employee and Family Assistance Program (EFAP)
- Values-based organization with collaborative peers with a wide range of backgrounds and talents
- Inclusive culture and innovative workplace with opportunity for new approaches

Applications must include "**24015-LINC**" in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org). For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID 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. Closing Date: March 19, 2024

*If You are Passionate about Making a Difference, Apply Now!*