



**ESL INSTRUCTORS – BC SAFE HAVEN LANGUAGE Program
(Posted: September 12th 2024 - September 26th, 2024)**

Job ID #: 24094-BC SAFE HAVEN LANGUAGE Program

Number of Vacancies: 3

Positions: Temporary part-time positions (11.25-15hrs/week) starting October 07th, 2024 until December 20th, 2024-
With a possibility of extension.
BC SAFE HAVEN Language Program – Vancouver
Days off: Friday/Saturday/Sunday

We are currently hiring for several ESL Instructor positions to teach formal English language classes to refugee claimants in the Lower Mainland.

- **CLB 3/4-core EVE (3 hrs) blended. Tue - Thu EVE 6:15-9:15 pm -2 days in person** (Vancouver) + 1 day (Wednesday) online 11.25 hours per week including prep.
- **CLB 5/6 EVE-workplace blended + Moodle. Mon - Wed EVE 6:15-9:15 pm -2 days in person** (Vancouver) + 1 day online (Tuesday) + hours to support self-paced Moodle learning - 14.25 hours/week including prep
- **CLB 5/6-workplace online (1 day live session in-person) - may change to fully online. Mon-Fri 12 flexible hours plus 3 hrs week** -in-person session (Wednesday EVE -Vancouver) - 15 hours

***Please make sure to fill the MS Form and indicate which level/city you are interested in applying. Link to apply:**

ESL Instructor MS FORM Questionnaire

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.

Summary:

Reporting to the Program Manager, and under the direction of the Instructional Coordinator, prepares and instructs level-appropriate basic to upper-beginner English skills lessons to adult ESL students, in person and online, while increasing the students' knowledge and understanding of local social and cultural norms. Monitors their students' progress, provides feedback to students and submits reports in a timely and mutually acceptable manner.

How You'll Make a Difference:

- Guided by current CLB document(s), teach CLB-aligned skill-building language and settlement lessons to adult refugee claimants.
- Develop daily and long-term lesson plans to meet student needs and achieve identified objectives. Prepare lesson materials and deliver CLB and PBLA-aligned task-based lessons (PBLA only required for CLB 3-6 core courses) consistent with the program guidelines.
- Where applicable, develop appropriate tasks and portfolio-based language assessments and skill-using tasks consistent with current PBLA practice.
- Deliver lessons in-person and/or online using established online platforms.
- Provide feedback to students, referring them to the appropriate resources. Resolve any student issue/problem in a manner consistent with the program guidelines/policies, proactively seeking help from the Instructional Coordinator/Manager as needed.
- Prepare and submit timely and accurate class records including daily lesson notes and reports on students' daily attendance, periodic assessments, evaluations, and progress reports.
- Collaborate proactively with other Program staff in addressing /resolving common issues and creating mutually relevant

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www.issbc.org

ISSofBC's offices are situated on the unceded and ancestral territories of the x^wməθk^wəy əm (Musqueam), Sk̓w̓xw'7mesh (Squamish), Səl̓ilwətaʔ/Selilwitulh (Tsleil-Waututh), Qw'ó:nt'án (Kwantlen), q̓ icəy (Katzie), kwikwəʔəm (Kwikwetlem), Qiq̓Éyt (Qayqayt), θenascəwəʔ təməx^w (Tsawwassen), Lheidli T'enneh, Qat'muk (Ktunaxa) and sngaytskstx tum-ula7xw (Sinixt) Nations.

- action plans for students.
- Promote community programs, services, events, and volunteering opportunities for students to continue practicing English and engage in the community.
- Actively participate in the professional development activities offered by the 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; relevant and recent experience in Adult ESL Education; working knowledge of Canadian Language Benchmark competencies and associated resources. Experience teaching settlement English and training/experience in implementing PBLA an asset, where applicable (CLB 3-6 core courses); experience teaching multi-level and online classes is an asset. A current Criminal Record check is required.

What Makes You a Change Maker:

- Ability to design and provide professional teaching materials appropriate to the curriculum of the program and to meet the diverse needs and CLB levels of learners.
- Proficiency with current technology tools, online learning platforms and resources.
- Ability to deal effectively and courteously with students, staff and the public who may come from differing cultural and linguistic backgrounds.
- Sensitive to and understanding of the needs of refugee claimants.
- Ability to work both independently and cooperatively in a team environment.
- Ability to be flexible and adapt to changing requirements from the program funder and ISSofBC.
- Ability to communicate fluently and accurately in both written and oral English.
- Ability to prioritize, organize and complete administrative tasks, particularly those related to student records, and attendance.
- Ability to carry out the duties of the position.

ISSofBC Value Proposition

- Expected Starting Range: \$29.12 - \$32.04 Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually
- Accrued vacation and other paid leave benefits 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

Please clearly indicate the **course and location** you are applying for when submitting your application (**please indicate course and location on the MS Forms pre-screening form**).

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.

Applications must include "24094-BC SAFE HAVEN" in the subject line and can be sent to: jobs@issbc.org. **All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

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

Immigrant Services Society of British Columbia is committed to attracting and sustaining a diverse and inclusive workforce. Applicants must be eligible to work in Canada. Satisfactory completion of a Criminal Records Check is a condition of employment. Only those candidates considered for an interview will be contacted.

Closing Date: September 26th, 2024.

If You are Passionate about Making a Difference Apply Now!