



ESL Instructor – BC SAFE HAVEN Language

Position Title: ESL Instructor

Job ID #: 25001-BC SAFE HAVEN

Position Details: Temporary part-time at 11.25 hours per week (Hybrid – Vancouver) starting as soon as possible until March 31st, 2025

Days off: Friday/Saturday/Sunday; other days dependent on the course schedule

Posting Date: January. 16th, 2025

Closing Date: January. 30th, 2025

ESL QUESTIONNAIRE LINK (Please complete form along with application)

Why choose us!

Join ISSofBC, one of the largest and first newcomer and refugee serving agencies in Canada. ISSofBC welcomes and supports newcomers, including immigrants, refugees and students, to settle in communities, learn English, study and find work in British Columbia.

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 1-4 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 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 1-4 core courses); experience teaching multi-level and online classes is an asset. A current Criminal Record check is required.

ISSofBC Value Proposition

- Starting Salary Range: \$29.12-32.04 per hour. *Dependent on education, training, experience, and internal equity.
- 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

We acknowledge Indigenous Peoples on whose territories we are privileged to work, welcome and support newcomers, including immigrants, refugees and students. We honour the Nations who have always cared for these lands, waters, and air. In line with ISSofBC's commitment to equity, we promote inclusive employment opportunities for women, Indigenous Peoples, people with disabilities, persons of diverse sexual orientations, gender identities or expressions (2SLGBTQI+), and racialized individuals. Guided by our values of Purpose, Improvement, Belonging, and being Genuine, we strive to create a collaborative environment where diverse perspectives and unique strengths are celebrated.

Applications must include "25001-BC SAFE HAVEN" in the subject line and can be sent to: jobs@issbc.org. **For external applicants only - Please complete the ESL Questionnaire (see above for link).**

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.

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

Internal Applicants - please indicate "INTERNAL <25001-BC SAFE HAVEN>" in the subject line. after this sentence: Applications must include "25001-BC SAFE HAVEN" in the subject line and can be sent to: jobs@issbc.org.