



Job ID #: 25021-LINC Instructor

Position: LINC Instructor (13 roles available)

Program: LINC

Position Details: Temporary positions, starting on April 2025 until March. 31st, 2026

Posting Date: Friday, March 07th, 2025

Closing Date: Friday, March 14th, 2025

***** KINDLY FILL OUT THE QUESTIONNAIRE BELOW AND ENSURE YOU ALSO SUBMIT YOUR RESUME *****

LINC INSTRUCTOR QUESTIONNAIRE

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:

Prepares level appropriate skill-building Literacy - CLB English lessons to adult immigrant and refugee newcomers, in person and online, while increasing their understanding of Canadian local, social, workplace and cultural norms. Connects immigrants to the community through field trips and guest speakers. Determines student progress through portfolio-based language assessment (PBLA) and provides 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 documents and PBLA principles and practices, teaches CLB and PBLA aligned skill-building language and settlement lessons to adult immigrant and newcomer refugees to facilitate their social, cultural, economic and political integration into Canadian society.
- Develops daily and long-term lesson plans to meet student needs and achieve identified real-world tasks. Prepares lesson materials and delivers CLB and PBLA aligned task-based lessons (including multi-level lessons, if required) consistent with the LINC program.
- Delivers lessons in person and online using online platforms and Learner Management System.
- Conducts ongoing and monthly needs assessment with students to determine which themes, topics, and outcomes to include in lesson planning.
- Develops appropriate tasks and portfolio-based language assessments and skill-using tasks consistent with current PBLA practice. Supports student autonomy by guiding them to organize and maintain their portfolio files and providing them with reflection time and feedback according to guidelines established by the LINC IC team.
- Collaborates with students on individual portfolio-based progress reports by providing input and feedback. Prepares portfolio-based Learner Progress Reports (LPR) and conducts individual student progress conferences twice per year or more frequently if required.
- Submits required event requests and feedback.
- Organizes 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.
- Promotes community programs, services, events, and volunteering opportunities for students to continue practicing English and engage in the community.
- Maintains up-to-date, accurate class records in the database including daily attendance, lesson notes, and PBLA assessment results.

Head office: 2610 Victoria Drive Vancouver, BC V5N 4L2

T: 604-684-2561

www.issbc.org

ISSofBC's offices are situated on the unceded and ancestral territories of the x^wməθk^wəy əm (Musqueam), Sk̓wxw'7mesh (Squamish), Səl̓ilwətaʔ/Səl̓ilw̓it̓ulh (Tsleil-Waututh), Qw'ó:nt̓'an (Kwantlen), q̓ icəy (Katzie), kw̓ikwəʔ əm (Kwikwetlem), Qiq̓ĕyt (Qayqayt), θenascəwaʔ t̓əməx^w (Tsawwassen), Lheidli T'enneh, Qat'muk (Ktunaxa) and sngaytskstx tum-ula7xw (Sinixt) Nations.

- Provides input to LINC administration for students' referrals and other student or class issues.
- Actively participates in Assessment Planning Sessions (APS), Communities of Practice (CoP) and team meetings and collaborates with LINC instructors to share resources and professional development knowledge, contribute to program curricula, and plan joint activities.
- Actively participates in professional development opportunities offered by LINC program. Stays current with EAL and online teaching techniques; completes PD preparation and follow-up assignments as required.
- Performs other related duties as required.

What You Bring:

Degree from a recognized university and a certificate or diploma from a TESL Canada recognized training institution and a minimum of six (6) months experience teaching EAL to adults, knowledge of Canadian Language Benchmark competencies and associated resources OR an equivalent combination of education, training and experience. Experience teaching settlement English and training/experience in implementing PBLA an asset.

What Makes You a Change Maker

- Experience teaching settlement English and training/experience in implementing PBLA an asset.
- Proven ability to design and implement appropriate lesson plans for online students and adapt to a blended (in-person and online) class; demonstrated ability to identify and address student needs for in-class, online and blended teaching models
- Competence with Teams and online teaching platforms is a must. Smart Board experience is preferred.
- Documented strong interpersonal and communication (verbal & written) skills.
- Demonstrated cultural competency and commitment to working effectively with diverse populations.
- Possession of and the ability to maintain a clear provincial Criminal Record Check.

ISSofBC Value Proposition

- Starting Salary Range: **\$29.12 - \$32.04** per hour. *Dependent on education, training, experience, and internal equity.
- Accrued vacation and other paid leave benefits based on eligibility.
- Extended health and dental benefits upon joining for employees working 17.5 hours per week or more.
- 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.

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 Job ID "25020-LINC" in the subject line and can be sent to: jobs@issbc.org. Ensure to fill the questionnaire above. **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: **March 14, 2025.**

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