

**NOTICE OF JOB VACANCY (Posted: September 14, 2016 – September 21, 2016)****Job Competition #:** 2016-LINC-24**Position:** **LINC Instructor**  
LINC Program –Richmond  
**Temporary Part-time position at 11.25 hours per week including prep– LLW 6 PM** starting immediately and continues pending return of incumbent  
Tues, Wed, Thurs, 1 pm – 4 pm**Summary:**

Reporting to the Site Manager of LINC and under the direction of the Lead Teacher, the LINC Instructor instructs 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. Connects immigrants to the community through field trips and guest speakers. Monitors student progress through the components of portfolio based language assessments and provides feedback to students informally on an ongoing basis and formally through student progress reports and conferencing including:

- Guided by current CLB document(s), providing 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;
- Developing daily and long-term lesson plans to achieve identified CLB objectives. Prepares lesson materials and delivers CLB task-based lessons consistent with the LINC program and monthly teaching goals.

**Qualifications:**

Degree from a recognized university and a certificate or diploma from a TESL Canada recognized training institution; minimum of two (2) years' experience teaching ESL to adults and 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 an asset. Experience teaching ISSofBC Moodle is preferred.

**Skills and Abilities:**

- 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.
- Ability to accommodate bridge literacy and multi-barriered students.
- Familiar with learning resources, methodology and community resources to support the learners.
- 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.

**Email applications must include “2016-LINC-24” in the subject line and can be sent to:**  
[jobs@issbc.org](mailto:jobs@issbc.org)

**Closing Date: By 4pm, Wednesday, September 21, 2016****Salary Rate:** \$26.03 per hour

ISSofBC offers eligible staff outstanding medical and employer-matched RRSP benefits.