



Job Posting

Posted May 2022

Position Title:	Substitute LINC Instructor Casual, on-call
Program:	LINC
Reports to:	LINC Program Coordinator, Executive Director
Start Date:	As soon as possible

Summary:

The LINC program at Vernon & District Immigrant & Community Services Society offers a wide range of English language learning classes to newcomers in the North Okanagan ranging from Literacy to CLB 8.

The Substitute LINC Instructor will deliver 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.

The Substitute LINC Instructor will be supported by the Classroom Instructors and work under the direction of the LINC Program Coordinator. The Substitute LINC Instructor will teach and support LINC students to develop their English language skills in accordance with the PBLA requirements and the general requirements of the federally funded LINC program.

There is potential for regular hours in the future for the appropriate candidate.

Responsibilities:

- Guided by current CLB document(s), teaches CLB-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.
- Teaches lesson(s) prepared by the classroom teacher.
- For teaching assignments lasting more than one day, may be required to create daily lesson plans, prepare materials to support the lesson plan and deliver task-based lessons consistent with established LINC teaching goals and overall objectives re: CLB-aligned speaking, listening, reading, and writing skills.
- Maintains current and accurate class records. Takes daily attendance communicates information about class and students with the classroom teacher and LINC Coordinator as requested.
- Performs other related duties as assigned.



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Qualifications:

- 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 **OR** an equivalent combination of education, training and experience acceptable to the employer.
- PBLA training and experience an asset.

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.
- Strong multi-tasking and classroom management skills. Our classes are held in person, online (Zoom), and blended synchronous (online/in person simultaneously)
- Demonstrated proficiency with current technology tools, and online learning platforms.
- Demonstrated ability to prioritize, organize and complete tasks with minimal supervision.
- Ability to set and maintain ethical boundaries with students and manage self-care.
- Ability to carry out the duties of the position.

Applications:

- Send resume and cover letter to wendy.zarr@vdciss.org
- All applicants must be eligible to work in Canada.
- We thank all applicants; however, only those shortlisted will be contacted for an interview.