

**Job Title: CLB INSTRUCTOR**

**Classification: TERM**

**Program: SETTLEMENT: LANGUAGE TRAINING**

**Reports to: Head Language Instructor**

**Job Summary:** Provide English as a Second Language instruction to eligible adult immigrants; based on the national language framework Canadian Language Benchmarks (CLB), help learners develop the linguistic and cultural competence necessary for basic social interactions, acquisition of Canadian citizenship, to find jobs in the Canadian labour market and to pursue further education. ***Instructors may be assigned and required to interact with students and deliver instruction on-line using a hybrid/blended model of instruction; therefore, candidates need to have strong levels of comfort and experience with computer based learning.***

#### **DUTIES AND RESPONSIBILITIES:**

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- Provide English Language instruction, on a group or individual basis, to eligible clients whose first language is not English
- Use a series of tools such as Google Classroom, LearnIT2Teach (Edulinc/Avenue), Zoom amongst others to plan and deliver instruction using a blended/hybrid instructional model when necessary
- Ability to deliver instruction in either classroom based face-to-face instructional assignments, blended or using on-line delivery platforms, according to circumstances.
- Plan, prepare and deliver lessons, workshops and field trips in line with the LINC/PBLA curriculum
- Provide course content on Canadian services, systems, life & culture based on CLB standards
- Work with PBLA Lead Teacher on the implementation of PBLA
- Evaluate student progress through portfolio-based assessments, determine individual needs, discuss any additional supports required
- Keep up to date and current on latest teaching methods, tools and resources, and Tutela.ca
- Establish and maintain effective communication and cooperative relationships with the students
- Provide an accepting, empowering and stimulating classroom atmosphere
- Provide a program that encourages diversity, flexibility and innovation
- Respect teacher/student boundaries; empower students to become self-sufficient
- Keep accurate records of work, activities and student attendance
- Understand the Settlement Program logic model to help newcomers achieve immediate, intermediate and ultimate outcomes
- Record statistics and assist in the preparation of reports to demonstrate outcomes for newcomers are being achieved in line with the Settlement Program logic model
- Understand and comply with the infection prevention policies and practices in place at CVIMS including comfort wearing masks, workplace disinfection routines, physical distancing, regular handwashing and hygiene.
- Attend staff meetings as required
- Some travel may be required; a valid driver's license and access to a vehicle is preferred



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**QUALIFICATIONS AND REQUIREMENTS:**

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- Bachelor's degree and recognized TESL/TESOL certificate
- Experience and/or training in teaching adult ESL learners using various on-line platforms in the context of a blended/hybrid delivery model.
- Recent training in the Canadian Language Benchmarks (CLB) – ie. completion of CLB Bootcamp, and initial PBLA instructor training modules a definite asset. Due to variability in enrollments, experience with a range of CLB levels is preferred.
- An interactive communicative approach in ESL
- Experience teaching adult ESL learners in a classroom setting
- Experience in the LINC Program an asset
- Community based, settlement ESL experience an asset
- Experience using CLB assessment tools
- Cultural competency and sensitivity; understanding of the needs of newcomers to Canada
- Knowledge of community resources for newcomers to Canada
- Strong knowledge of Canada and Canadian culture
- Excellent spoken and written English skills
- Fluency in a second language would be an asset
- Current with latest teaching methodologies, tools and resources
- Competent in the use of technology in the classroom; experience with SmartBoards an asset
- Proficient in the use of Microsoft Office Suite
- Respectful of ethnic and cultural differences
- Attitudes and values in keeping with the goals and philosophies of CVIMS