



S.U.C.C.E.S.S.

# Curriculum Developer (12679)

**Closing date:** February 10<sup>th</sup>, 2023

**URL:** <https://successbc.bamboohr.com/careers/156?source=aWQ9Mjg%3D>

At S.U.C.C.E.S.S., you will be able to grow and develop alongside a diverse team of professionals and enjoy great benefits and perks. Experience what it is like to join a purpose-driven organization and make meaningful contributions to our community. Explore our amazing new opportunities.

<b>Job Type:</b>	Curriculum Developer	<b>Job Number:</b>	12679
<b>Salary:</b>	\$31.52	<b>Hours:</b>	21 hours per week
<b>Location:</b>	Vancouver, BC	<b>Reports To:</b>	Languages Best Practices Coordinator

**Division:** Settlement and Family Services

- Immigration Settlement & Integration

Program (ISIP)

**Employment Type:** Permanent Part-Time

**Number of Position:** 1

## About the Position:

The LINC Curriculum Developer provides technical support in assessing and developing program materials for the LINC program. The LINC Curriculum Developer works with the Language Best Practices Coordinator in developing quality programs with measurable performance assessments that are aligned with the program objectives and expectations.

## Key Duties & Responsibilities:

- Collaborates as part of a team to assess and develop online curricula framework across LINC Literacy up to level to 8
- Prepares and creates CLB-aligned and student-centred assessments, learning resources and assignments



### **S.U.C.C.E.S.S.**

for LINC Literacy up to level 8 for both in-person, blended and online classes

- Creates assessment and evaluation materials that reflect the principles of PBLA
- Conducts need assessments and strategic learning assessments to perform curriculum development
- Performs other related duties as assigned by the Language Best Practices Coordinator

### **Qualifications & Experience:**

- A TESL Canada recognized TESL/TESOL certificate or diploma if the undergraduate degree is not in TESL/TESOL
- Stage 3 Learnit2teach Certificate
- Experience in the design of adult education English language curriculum, learning outcomes and Portfolio Based Language Assessment (PBLA)
- Experience in online curriculums and/or course design and implementation
- Knowledge of Canadian Level Benchmarks (CLBs) - based on language instruction
- Knowledge of current language training models, trends, challenges, and opportunities

### **Job Skills & Abilities:**

- Excellent written and oral communication skills
- Excellent research skills
- Ability to work with detailed information
- Ability to work independently and as a part of a team
- Proficiency in computer skills utilizing software such as Word, Excel, Outlook, and interactive Internet usage, including communication platforms such as Zoom, Microsoft Teams and GoToMeeting
- Ability to create and upload assessments and content on Moodle
- Ability to effectively apply Canadian Level Benchmarks (CLBs) to lesson plans

### **Other Requirements:**

- Criminal Record Check required



S.U.C.C.E.S.S.

**About S.U.C.C.E.S.S.:**

S.U.C.C.E.S.S. is a multicultural social services agency and registered charity located on the unceded Coast Salish lands of the xʷməθkʷəyʹəm (Musqueam), Skwxwú7mesh (Squamish), and Səl'ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, S.U.C.C.E.S.S. has been helping Canadians and newcomers to achieve their full potential on their Canadian journey since 1973. We are one of the largest social service agencies in Canada, with offices in BC, Ontario and internationally/abroad. We offer programs and services in the areas of immigration, newcomer settlement, English-language training, employment and entrepreneurship, family, youth and seniors programming, health education, community development, affordable housing and seniors care.

S.U.C.C.E.S.S. is an equal opportunity employer. We are dedicated to building an inclusive environment that embraces diversity of thought, backgrounds and experiences. We are committed to the equitable treatment of all individuals and will continue to embed diversity and inclusion principles within our policies, procedures, services, and activities.

**Interested candidates please apply by 11:59PM by February 10<sup>th</sup>, 2023.**

While we appreciate all applications, only those selected for an interview will be contacted.