

Job Title: LINC Instructor [Substitute]

Program: Language

Position Class: Casual, Level 2

Reports to: Language Lead

Hours: Varied [Casual]

Wage Rate (range): \$28-\$32.50/ hr + 6% vacation

About CVIMS:

Central Vancouver Island Multicultural Society (CVIMS) is a non-profit settlement organization located in Nanaimo, B.C., Canada. Established in 1979, CVIMS provides support to newcomers and refugees. Services include settlement, employment, family, language and community programs. We are client-driven and committed to being accessible and responsive to, as well as reflective of, our diverse community.

Job Summary:

The Substitute LINC Instructor is responsible for delivering English language instruction to adults who are new to Canada. Working as part of team, you will help clients develop language skills necessary for integration into Canadian Society. The instructors design and facilitate learner-centered lessons aligned with Canadian Centre for Language Benchmarks (CLB) and Portfolio-Based Language Assessment (PBLA) principles, fostering a supportive and inclusive environment.

Key Responsibilities:

- Plan and deliver engaging, level-appropriate lessons that align with CLB standards and meet the diverse needs of adult learners.
- Provide regular feedback to learners and guide them in setting language learning goals.
- Foster an inclusive, respectful, and learner-centred environment that promotes participation, collaboration, and builds learner confidence.
- Delivery instructional material through both in-person and hybrid models using a variety of online conferencing and teaching platforms, such as Zoom and Avenue.
- Incorporate digital tools and technology to enhance language learning and engagement.
- Create a welcome and respectful classroom atmosphere that is sensitive to the diverse cultural, linguistic and person experiences of learners.

- Maintain accurate attendance records and learner progress documentation in accordance with program and funder requirements.
- Collaborate with PBLA Head Instructor to ensure practices align with PBLA standards.
- Assist with lesson planning and program development as directed by the Language Team Lead.
- Connect learners with community resources and services to support their integration into Canadian society.
- Encourage learner involvement in community activities and volunteer opportunities as part of language practice.
- Refer clients to other support services available at CVIMS.
- Attend and actively participate in all staff meetings and group trainings, if requested.
- Perform other related duties as requested by Team Lead, Head Instructor or Director of CVIMS.

Required Education and Certifications:

- TESL certification and / or bachelor's degree in education, linguistics or related field.
- Minimum 2 years' experience teaching adult ESL learners (online or in person, preferably both).
- Training or demonstrated proficiency using client databases, Microsoft Office 365, Zoom, Teams, and other digital tools.
- CLB- Boot Camp Certification required prior to start date.
- Vulnerable Sector Criminal Record Check on file with CVIMS.

Preferred Jobs Skills and Abilities:

- Avenue: Basics for Supply Teachers Certification.
- Online PBLA Training Certificate.
- In-depth understanding of the CLB standard and PBLA methodology and experience implementing them in the classroom.
- Strong understanding of the needs of adult newcomers and second language acquisition principles.
- Experience integrating technology and online resources into lesson delivery.
- Demonstrated ability to adapt teaching methodology to needs, skills and levels of individual learners.
- Attitudes and values in keeping with the CVIMS vision and goals.

- Cultural competency and sensitivity; experience working with people from a variety of ethnic and racial backgrounds or with marginalized populations
- Superior inter-personal and communication skills; excellent spoken and written English skills
- First Aid Certificate Level 1

Additional Information:

- Travel within Nanaimo Regional District may be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, will be required. Flex time schedules will be made to accommodate non-regular work hours. All overtime must be approved in advance.
- This is a casual position with a varied schedule based on organizational needs.