

## Internal / External Job Posting LINC Instructor

TCCSA is seeking an experienced **LINC Instructor** to fill a part-time position at our York Centre (3636 Steeles Avenue East, Unit 213A, Markham). Successful candidate should be passionate about teaching and can make learning online and in the classroom more interesting and engaging for the students. The LINC Instructor is responsible for delivering employment specific language training to help students build their language skills in order to enter the labour market.

The details of the position are as follows:

<b>Job Title:</b>	LINC Instructor – Enhanced Workplace Communications		
<b>Levels &amp; Hours</b>	- CLB 5/6 (Evening / Afternoon)	M-F (15 hours/week) York Centre	
<b>Salary:</b>	\$38.06/hour	<b>Closing Date:</b>	September 23, 2022
<b>Location:</b>	TCCSA York Centre (File #14-22)		

### Responsibilities:

- Design, implement and instruct LINC students based on the CLB and PBLA Guidelines; both online and in-person (when situation allows)
- Design PBLA based module plans as well as daily lesson plans following the Revised CLB 2012 and the LINC Curriculum Guidelines
- Provide computer-assisted instruction using language learning software & websites to complement theme-based lessons
- Design assessment tasks for on-going evaluation of learners' progress based on the Canadian Language Benchmarks and PBLA guidelines
- Develop and maintain an inclusive and equitable classroom atmosphere, where learners are welcome and engaged in learning
- Adhere to the assigned class schedule and work cooperatively with LINC Supervisor, Program Assistant and regular teachers to maintain program quality
- Prepare & submit monthly module plan and month-end report to the Program Coordinator – Language and Skills Training for program monitoring
- Prepare learners' Progress Reports and Conference Summary; conduct one-on-one interviews with learners to provide feedback on learning progress
- Maintain good attendance ratio to meet funding requirements
- Assist in program related activities and/or tasks assigned by the LINC Supervisor

### Qualifications:

- ✓ Canadian university degree or equivalent
- ✓ TESL Ontario certified
- ✓ Completion of Portfolio Based Language Assessment (PBLA) training and Canadian Language Benchmarks Boot camp
- ✓ Preference will be given to candidates with a minimum of 2 years of experience in teaching all levels of adult ESL/LINC classes
- ✓ In depth knowledge of and experience using the Canadian Language Benchmarks and the LINC curriculum guidelines
- ✓ Knowledge and experience in using EduLINC, Avenue.ca, and/or other courseware
- ✓ Experience in curriculum design or adaptation for higher levels/pre-employment language training programs
- ✓ Ability to assess language competence of adult participants using the Canadian Language Benchmarks
- ✓ Proficiency in supporting learners remotely via phone or online tools and resources
- ✓ Knowledge of access to professions issues facing newcomers, job search techniques, employment related vocabulary and professional terminology
- ✓ Ability to work independently with excellent organizational and time management skills
- ✓ Experienced in Microsoft 365 and Office environment
- ✓ A clear, mandatory Vulnerable Sector Screening-Police Reference Check

### Application Deadline:

Please submit your application by **September 23, 2022, 4:00 pm** through email: [recruit@tccsa.org](mailto:recruit@tccsa.org). Applicants should quote **File #14-22** on the application.

We thank those who are interested in this position. Only selected candidates will be contacted for interviews. Regrettably, we cannot accept telephone inquiries.

TCCSA is an equal opportunity employer. TCCSA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.