

Internal/External Job Posting
LINC Instructor (Scarborough Centre)

TCCSA is seeking a **LINC Instructor** who is passionate about teaching and can make learning interesting and fun for their students. The LINC Instructor is responsible for the provision of instruction in English as a Second Language and life skills required by newcomers to Canada, following a curriculum which is adapted to the needs of newcomers.

The details of the position are listed as the followings:

Job Title:	LINC Instructor (File #02 - 24)		
Location:	In-person at TCCSA - Scarborough Centre (325 Bambergh Circle, A107, Toronto)		
Levels and Working Hours	12.5 hours/week -	Posting Date:	February 14, 2025
	CLB 2/3: M - F 12:30 pm - 3:00 pm	Closing Date:	February 28, 2025
Salary:	\$41.96 per hour	Start Date:	April 2025

Responsibilities:

- Design, implement and instruct LINC learners based on the CLB and PBLA Guidelines, both in-person and online;
- Design PBLA-based module plans as well as daily lesson plans following the Revised CLB 2012 and the LINC Curriculum;
- Provide computer-assisted instruction using language learning software & websites to complement theme-based lessons;
- Design assessment tasks for ongoing evaluation of learners' progress based on the Canadian Language Benchmarks and PBLA guidelines;
- Prepare learners' progress reports and conduct one-on-one interviews with learners to provide feedback on learning progress;
- Adhere to the assigned class schedule and work cooperatively with Program Coordinator, Program Assistant, the Lead Teacher and other teachers to maintain program quality;
- To maintain good attendance ratio to meet funding requirements;
- Assist in program-related activities and/or tasks assigned by the LINC Program Coordinator.

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;
- Good knowledge of PBLA and CLB standards, and proficiency in HARTS;
- Knowledge and experience in Avenue, and/or other courseware. Avenue Stage 2 or above certification is a definite asset;
- Ability to work independently with excellent organizational and time management skills;
- 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;
- Experienced in Microsoft 365 and Office environment;
- A clear, mandatory Vulnerable Sector Screening-Police Reference Check.

Application Deadline:

Please submit application by **February 28, 2025, 4:00 pm** through email: recruit@tccsa.org.

Applicants should quote **File #02-24 LINC Instructor** on the application.

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

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