

Internal Job Posting **LINC Lead Teacher (York Centre)**

TCCSA is seeking a dedicated **LINC Lead Teacher** who is passionate about teaching and committed to making learning engaging and meaningful for adult newcomers to Canada. The Lead Teacher will design, plan, prepare, and deliver virtual or in-person English language instruction based on the CLB and LINC Curriculum Guidelines, integrating life skills to support settlement and adaptation to an English-speaking environment. In addition, the role serves as the PBLA Lead, acting as a resource person to guide and support LINC instructors in the effective implementation of Portfolio-Based Language Assessment (PBLA).

The details of the position are listed as the followings:

Job Title:	LINC Lead Teacher (File #29– 25)		
Location:	TCCSA - York Centre (3636 Steeles Avenue East, Unit 213A, Markham, Ontario L3R 1K9)		
Working Hours	5 hours / weeks	Posting Date:	October 07, 2025
		Closing Date:	October 17, 2025
Salary:	\$41.96 per hour	Start Date:	October 2025

Responsibilities:

- Design, implement and instruct LINC students based on the CLB and PBLA Guidelines, both online and in-person;
- Design PBLA-based module plans as well as daily lesson plans following the Revised CLB 2012 and LINC Curriculum Guidelines;
- 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;
- Adhere to the assigned class schedules and work cooperatively with LINC Coordinator, Program Assistant, and regular teachers to maintain program quality;
- Keep current with PBLA standards, practices and resources by accessing the Center for Canadian Language Benchmarks (CCLB) website and participating in the discussions on the PBLA Implementation Forum ;
- Act as a resource and meet one-on-one with LINC teachers to ensure PBLA implementation
- Provide PBLA orientation, training and support to new LINC Instructors including casual and contract instructors;

- Deliver workshops related to PBLA implementation and provide support in planning the annual PD Day event ;
- Advise the LINC Coordinator on program policy or practice changes that may be required to facilitate PBLA implementation and on needed supports such as program development and/or resources ;
- Provide leadership to special projects, as required;
- Work collaboratively in a team environment with other PBLA Leads;
- 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) Lead training and Avenue Stage 2 Preference will be given to candidates with a minimum of 5 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 EduLINC, Avenue, and/or other courseware.
- ✓ Ability to work independently with excellent organizational and time management skills;
- ✓ 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 **October 17, 2025, 4:00 pm** through email: recruit@tccsa.org.

Applicants should quote File #29-25 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. Accommodations are available on request for candidates taking part in all aspects of the selection process.