The Cross-Cultural Community Services Association

Internal/External Job Posting
LINC Instructor (Toronto Centre)
Contract until March 31, 2027

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

The details of the position are listed as follows:

Job Title:	LINC Instructor (File 14 – 26) x 2 openings		
Location:	TCCSA – Toronto Centre (247 Spadina Avenue, 4th Floor, Toronto M5T 3A8)		
Levels and Working Hours	Literacy: Monday to Friday 9:00 am – 12:00 pm CLB 2/3: Monday to Friday 12:30 pm – 3:30 pm 15.0 hours / week	**Posting Date:**	October 30, 2026
		Closing Date:	November 16, 2026
Salary:	$41.96 per hour	**Start Date:**	December 2026

Responsibilities:

- Design, implement and instruct LINC learners 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 the LINC Curriculum;
- Create formative and summative assessment tasks for ongoing evaluation of learners' progress based on the CLB and PBLA framework;
- Assist learners in maintaining their PBLA portfolios;
- Provide computer-assisted instruction using language learning software and websites to complement theme-based lessons;
- Adhere to the assigned class schedule and work cooperatively with LINC Supervisor, Program Assistant, and regular teachers to maintain program quality;
- 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 Certification;

- 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 EduLINC, 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 **November 16, 2026, 4:00 pm** through email: recruit@tccsa.org.

Applicants should quote File #14-26 on the application, and indicate the level(s) they are applying for.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted. Regrettably, we cannot accept telephone inquiries.

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