

## **JOB DESCRIPTION**

- TITLE:** LINC Instructor
- ACCOUNTABILITY:** Reports to Language & Skills Development (LSD) Manager and the Executive Director
- POSITION SUMMARY:** LINC Instructor is responsible to participate as a team member within a diverse work setting. LINC Instructor plans, implements and delivers English language instruction, as per LINC curriculum guidelines based on Canadian Language Benchmarks. LINC Instructor will ensure that the NCCE Inc. core values and mission are reflected and role modeled in all aspects of the Organization's objectives, which are to assist and support the entire newcomer's family in its settlement and integration into our community.
- Daytime hours are (Mon-Fri 9:00am-11:30am and 12:00pm to 2:30pm)
  - Evening hours are (Mon-Thu 6:30pm to 9:00pm)
- CONTACT INFORMATION:** Hiring Committee-New Canadians' Centre of Excellence Inc.  
office@nce1.org

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### **RESPONSIBILITIES:**

- Administer curriculum guidelines according to CLBA, description levels, needs and interests of learners
- Prepare daily lesson plans and long range plans which are clearly linked to the outcomes of the program
- Develop and use appropriate and meaningful course materials that are based on the LINC Curriculum Guidelines and students' needs
- Conduct on-going student needs assessments, formative and summative evaluations based on the Canadian Language Benchmarks
- Assess and document student progress
- Provide computer-assisted language learning, keyboarding and word processing instruction
- Plan and organize special events, field trips and other extra-curricular activities
- Maintain attendance records and submit student progress reports as required
- Submit monthly reports, requests for field trips/guest speaker presentations on time
- Attend staff meetings and professional development sessions as required
- Assist in outreach activities to recruit LINC clients

- Other related duties as assigned

**QUALIFICATIONS:**

- Bachelor degree in Arts or Education
- TESL Ontario Certification or enrolled in TESL Ontario recognized program
- Knowledge of PBLA
- Knowledge of the Canadian Language Benchmarks and formative and summative assessment strategies
- Experience teaching English as a Second Language to adults
- Experience developing curriculum for adult ESL learners
- Positive approach to a multi-level teaching environment
- Demonstrate awareness and cultural sensitivity to cultural differences of students
- Strong knowledge of computer applications
- Exceptional organizational, interpersonal and team work skills

**PERSONALITY DEMANDS OF THE POSITION:**

- Emotional maturity and stability
- Patient, flexible, positive, consistent, dependable and cooperative
- Exhibits a willingness to learn new tasks
- Proven ability to make sound judgment and quality decisions

**POSITION CONTENT:**

**This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary to meet the needs of the clients, the program, or NCCE Inc.**