



WORKING WOMEN COMMUNITY CENTRE
Internal/External Job Posting

LINC SUPPLY INSTRUCTOR

Position Title: LINC Instructor (Supply Position)
Status: On Call
Reports to: Senior Manager, Fairview
Works with: LINC Program
Hourly Rate: \$37.70
Job Posting Date: Ongoing

Working Women Community Centre (WWCC) is a non-profit, community-based immigrant and refugee women's organization providing a wide variety of services such as community development, settlement counselling, employment and placement support, support groups and English Language classes. All staff of the agency is responsible for demonstrating support and commitment to the mandate and objectives of the Centre. Staff is expected to work in the spirit of cooperation and to actively promote harmonious relations among staff members.

Position Description:

The focus of this position is to deliver English instruction (in both in-person as well as Online settings) through WWCC's holistic approach to integrating language with settlement supports to LINC learners helping them settle and succeed in the Canadian Society. The Supply Instructors would provide timely support to our LINC Instructors while covering their classes.

Program Description:

Language Instruction for Newcomers to Canada (LINC) is a federally funded language and settlement program. Working Women Community Centre offers 24 full-time and part-time LINC classes at Fairview Mall Drive, CLB Literacy through 8.

RESPONSIBILITIES

The LINC instructor is responsible for teaching about life in Canada while the LINC Supply Instructors would support them in their absence. The Supply Teacher would:

- Design, implement, and instruct English as a Second Language in a LINC program using the Canadian Language Benchmarks and LINC Curriculum guidelines;
- Assess students, and develop appropriate curriculum and materials based on their needs and/or interests;
- Prepare, administer and evaluate students' progress using the PBLA (Portfolio Based Language Assessment);
- Develop and implement a daily lesson plan appropriate to learners' level based on the Canadian Language Benchmarks.



- Develop diversified course materials that are based on the LINC Curriculum Guidelines in a competency-based program;
- Provide computer-assisted instruction using language learning software and MS Office programs where appropriate;
- Maintain attendance records and other documentation as required;
- Promote self-learning and interactive language learning in both Online and classroom setting;
- Perform other related duties as assigned;
- Be punctual for all classes;
- Contacts another supply instructor when not able to come to work- if necessary

QUALIFICATIONS:

- TESL ON Certification; Current OCELT Certified;
- Active Tutela member
- Knowledge of Microsoft Office, as well as LMS, Avenue.ca and other e-learning platforms;
- Experience teaching English as a Second Language to adults using the Online platform
- Prior knowledge and use of CLBs, LINC Curriculum Guidelines and PBLA;
- PBLA Bootcamp Completion is an asset
- Ability to adapt teaching methodology to the needs/skill levels of individual learners;
- Excellent English language skills, both verbal and written;
- Sensitivity to and understanding of issues of concern to women, immigrants and refugees;
- Experience in community work settings and knowledge of settlement issues is an asset;
- Co-operative and friendly with solid interpersonal skills;
- Flexibility to adapt to new situations;
- Experience working in a multicultural environment;
- Ability to work independently with excellent organizational and time management skills

Please send your resume with the subject line Supply LINC Instructor position to:
Irajan@workingwomenc.org.

No phone calls please. We thank all candidates for their interest, but only applicants chosen for an interview will be contacted.

Working Women Community Centre is an equal opportunity employer and welcomes applicants from equity seeking groups. WWCC encourages applications from candidates with diverse cultural backgrounds, visible minorities, Aboriginal people, and people with disabilities. The Centre is a scent-free environment.