

Position Title: English Language Instructor
Part-time (10 week contract position)

Department: English – Fee for Service

Program: English Classes

Reports to: English FFS Coordinator

Salary Range: \$27 - \$31 depending on experience (+ prep time)

SUMMARY

Under the direction of the English Language FFS Coordinator, the English Language Instructor will prepare curriculum materials and deliver an English as a Second Language Class for newcomers and visitors to Canada.

These ESL classes (at various levels) support adult learners in their process of settlement and integration into Canadian society and help them to communicate with community members.

DUTIES

Direct Client Service

- Create and sustain a safe, welcoming and positive learning environment by demonstrating an awareness and sensitivity to clients' lives and backgrounds.
- Prepare achievable learning objectives and lesson plans to teach adult ESL relevant to clients' needs, and gather classroom material suitable to clients' level.
- Maintain client attendance records.
- Use current and appropriate media technology as a tool to deliver instruction that builds clients' English skills and/or real life skills.
- Identify when a client is in need of assistance and respond appropriately, by making adaptations within the curriculum and the classroom.
- Plan for class field trips, guest speakers and special events.

Communication/Reporting

- Keep the Coordinator regularly informed on any issues arising, participant progress and achievement of outcomes.
-

ADDITIONAL INFORMATION

Contract Length: April 16 – June 22, 2018 (10 weeks – no classes May 21).

Number of Classes: (Monday, Wednesday & Friday afternoons, 2 hours per class). 12:30 pm – 2:30 pm

Number of Students: Maximum 18 (usually 12 -15)

QUALIFICATIONS

Minimum Qualifications

Knowledge

- Must have a good working knowledge of language programming issues for adults.
- Good working knowledge of Canadian Language Benchmarks.

Education

- Bachelors' Degree and TESL Canada recognized certificate or equivalent.

Skills

- Good instructional, writing, communication and organizational skills.

Experience

- Experience in developing curriculum materials and instructing ESL to adults.

Personal Suitability

- Highly organized, considerate and flexible.

Desirable

- Experience (1-2 years) in Adult English instruction including settlement and/or community based English skills.
- Bachelor's Degree in Language Studies or Education
- Experience working with individuals from a diverse background.

Closing Date: March 19, 2018

Resumes and cover letters to:

ESL Hiring Team
North Shore Multicultural Society
207-123 East 15th Street
North Vancouver, BC
V7L 2P7
Fax: 604-988-2960
hr@nsms.ca

North Shore Multicultural Society is an Equal Opportunity Employer.

We regret that only short-listed applicants will be contacted.