



Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.

Empower Immigrant Women. Enrich Canadian Society.

LINC Instructor Evening and Weekend hours

The LINC Instructor is accountable to the Department Manager and is responsible for efficient and effective implementation of LINC classes and the duties which allow for quality language instruction for newcomers to Canada (LINC) programming. We are currently looking to add to our substitute teacher list.

DUTIES AND RESPONSIBILITIES

- Provide instructional expertise using a variety of methods and strategies appropriate to the students' levels
- Implement lessons which are comparable to the high standard of instruction set out by the LINC Instructional Team as well as the requirements of the Portfolio Based Language Assessment (PBLA).
- Maintain appropriate records of students' attendance, current Canadian Language Benchmarks, progress according to the PBLA requirements and provide appropriate feedback to students regarding their strengths, weaknesses, and overall progress
- Be familiar with computer programs and provide planned and supervised computer time for students when applicable.
- Manage all record keeping effectively and submit paperwork (such as timesheets, training history forms, monthly reports, etc.) in a timely and efficient manner
- Provide proper management of program resources
- Maintain a high level of knowledge on non-LINC programs and services at CIWA to better serve the needs of LINC students
- Attend and participate in CIWA events
- Other duties as assigned by Department Manager

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Recognized post-secondary education at a college or university level, preferably in Teaching English as a Second Language, Education or Linguistics, or a combination of education and experience comparable to TESL accreditation standards.
- Computer literacy and strong communication skills
- Appreciation and knowledge of cultural diversity/experience working with newcomers to Canada

- Strong team work skills
- Flexible and highly adaptive in instructional style
- Previous experience/knowledge of the Canadian Language Benchmarks and Portfolio Based Language Assessment (PBLA).

Applicants called for an interview will be asked to bring a portfolio that includes a sample of their prior ESL related work such as lesson plans that demonstrate their teaching skills and knowledge.

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary Alberta T2G 4Z6
Fax: 403.264.3914
Email: careers@ciwa-online.com

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.