
LINC Instructor Special Needs class Casual on-call 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. This position supports the LINC Special Needs class and works with ESL learners who have developmental, physical and/or learning disabilities.

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)
- Provide special needs expertise and instructional support to English Language Learners with developmental, physical and/or learning disabilities
- Work one on one or in small groups with program participants
- Deliver task based learning activities in all four skill areas (reading, writing, listening and speaking)
- Deliver pronunciation activities as needed
- 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 including requests for additional paid hours on a temporary basis when needed

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
- Support Services background in Special Education, Speech Pathology, Personal Support Worker training
- Experience and understanding of the needs of literacy and ESL students facing multiple-language and special needs barriers
- 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)

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:

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check

Human Resources

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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.