

INTERNAL & EXTERNAL JOB POSTING

EAL Instructor (Parent & Infant class and Outreach)

ISANS is seeking a full-time **EAL Instructor** to teach adult newcomers the language they need to integrate into the community. We are looking for full-time instructor to teach Outreach and Parent & Infant programs to clients who face barriers to language learning due to their parenting responsibilities. Reporting to the Supervising Team Lead & Manager, Language Services, the EAL Instructor will be responsible for:

Duties and Responsibilities in Parent & Infant class (pilot program):

- Developing and delivering the Language Program to adult immigrants enrolled in Parent & Infant class
- Conducting ongoing needs assessments and developing the program and procedures to meet needs
- Preparing and designing appropriate and relevant materials for teaching purposes
- Keeping up to date records of lesson plans and teaching activities
- Work collaboratively in a team-teaching setting to offer and gain support
- Keeping up to date on EAL and settlement issues
- Keeping up to date records of client attendance and other information on database and by other means as required and directed

Duties and Responsibilities in Outreach program:

- Developing and delivering the Language Program to adult immigrants one-on-one in client's home using the Language Curriculum Guidelines
- Conducting ongoing needs assessments and language assessments using Canadian Language Benchmarks
- Conducting client Check-in and program evaluations twice a year
- Preparing and designing appropriate and relevant materials for teaching purposes
- Keeping up to date records of lesson plans and teaching activities
- Liaising with other instructors to offer and gain support
- Keeping up to date on EAL and settlement issues
- Keeping up to date records of client attendance and other information on database and by other means as required and directed

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or equivalent combination of education and experience will be accepted
- Recognized TESL qualification
- Completion of the CLB Bootcamp online training an asset (<http://learning.language.ca/>)

Experience:

- 2 years experience in a similar position teaching adults
- Experience working in a cross-cultural environment; delivering direct service to immigrants preferred
- Experience working with Canadian Language Benchmarks
- Experience teaching EAL Literacy an asset
- Experience in EAL curriculum development

Knowledge:

- Understanding and knowledge of adult education principles

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Ability to drive to client's homes to provide regular instruction as scheduled
- Flexibility to respond the learners' current needs
- Proficiency with MS Office applications
- Additional languages an asset

Other:

- A reliable vehicle and valid driver's license is required for this position

Terms of Employment:

- Fixed term contract to March 31st, 2019, renewable pending funding confirmation
- Full-time 35 hours per week

Commencement Date: January, 2019

Closing Date: Friday December 14th- 4 p.m.

To apply: E-mail your resume and cover letter merged into one document to careers@isans.ca, stating in subject line the position you are applying for.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**