

**INTERNAL & EXTERNAL JOB POSTING**

**Supervising Team Lead, Language Services, Pictou -New Glasgow Area**

**Short term contract to end March, 2019, renewable pending funding confirmation**

ISANS is seeking a Full-time **Supervising Team Lead, Language Services, Pictou –New Glasgow area** to provide day to day supervision of employees and activities of the programs/services in the Pictou-New Glasgow area. Reporting to the Manager, Language Services, the Supervising Team Lead will be responsible for:

- Overseeing the daily activities of Language Services programming in consultation with the Manager
- Developing a thorough understanding of the programs and services of Language Services
- Supporting the effective and efficient administration of programs, services, and activities by providing supervisory leadership to the team
- Day to day supervising, monitoring, mentoring, and supporting of team members on issues that arise; elevating to Manager as appropriate
- Providing support for CLB assessments, report cards, completion criteria
- Assisting in developing schedules and timelines for programs
- Assisting with the development and implementation of strategies, programs, policies and procedures
- Liaising with POC around interviewing, staff contracts and onboarding of new staff
- Signing expenses/timesheets for team members
- Providing assistance and support to the manager with reporting on a regular basis
- Conducting observations and check-ins of team members
- Arranging and supervising substitute EAL instructors
- Coordinating and facilitating team training, PD and regular team meetings
- Attending and representing ISANS Language Services internally and externally as required
- Recording client interactions and escalating as required

**The ideal candidate for this position will have the following:**

**Education:**

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

**Experience:**

- Experience supervising others an asset
- Experience working in a cross-cultural environment
- Experience developing, implementing and evaluating programs or projects
- Experience delivering presentations
- Experience with computer programs and databases; data input, queries, generating/developing reports, spreadsheets, presentation documents

**Knowledge:**

- Understanding and knowledge of adult education principles

**Skills:**

- Excellent interpersonal skills
- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications

**Terms of Employment**

- Short-term contract to March 31<sup>st</sup>, 2019 with the possibility of an extension to April 2020.
- Full-time, 35 hours per week

**Commencement Date:** Mid-March, 2019

**Closing Date:** February 25<sup>th</sup>, 2019 4.00pm

**To apply:** E-mail your resume and cover letter merged into 1 document to [careers@isans.ca](mailto:careers@isans.ca), stating in subject line the position you are applying for.

**ISANS thanks all applicants for their interest and effort in applying for this position.  
However, only candidates selected for interviews will be contacted.**